

A woman with braided hair is wearing AR glasses and holding a handheld device. She has a BIMA Conference badge around her neck that says "Zemambesh Campbell", "Preloaded", and "DELEGATE". The background is a blurred indoor setting.

# BIMA Council Handbook

BIMA

# About BIMA Councils

**At the heartbeat of BIMA is a selection of 11 councils. The BIMA councils are designed to ensure the community itself can guide the membership products and services.**

BIMA Councils exist to inspire and educate the community in areas at the intersection of Creativity and Technology, that we believe will create significant future value for the economy and/or society.

The expected output from a council is very clear. Each one is tasked with inspiring and educating the BIMA community by:

- Organising an event every 6 months
- Producing a piece of content every 6 months





## Role of a BIMA Council Member:

As a BIMA council member, your role is to contribute to your council's mission and help achieve the annual objectives set out by the group.

Each council is led by a chair or two co-chairs, who also sit on a Central Council to ensure collaboration and communication across the network of councils.

## Role of the Chair (Co-Chair) of the Council:

The role of a BIMA council chair is to develop the mission and vision of the council and to build a group of members to drive it.

The chair is responsible for sitting on the BIMA's Central Council and attending meetings to discuss BIMA's overall agenda and provide updates on their council's progress. If the Chair is unable to attend a Central Council meeting, it is imperative they appoint a replacement from their council to attend instead.

The Central Council meetings are held on a bi-monthly basis, and each council is required to update a trello board to ensure an overview of all council activities in one place.





## Time commitment:

We recommend all members allow up to half a day a month for council duties.

This typically involves a one-hour monthly meeting, plus any work you have opted in to support the council's objectives.

## Building a council:

We ask that each council member is from a BIMA member organisation, unless agreed otherwise.

Please ensure diversity and representation. Where possible, aim for a 50% gender split and 20% BAME representation, reflecting the broader community. Numbers of council members can vary, but 10 people would often provide enough engaged members in each meeting.

Learn more here:

[bima.co.uk/councils/](https://bima.co.uk/councils/)