



# BIMA Steering Group Handbook



# About BIMA Steering Groups

**BIMA Steering groups exist to give advice and leadership to BIMA in order to guide products and ensure membership adds value to the community.**





## What's the difference between councils and steering groups?

Unlike councils, steering groups are not tasked with producing regular output with events and content. They are there to offer guidance and support and consult the central BIMA team to maximise the value and impact of our key programmes and initiatives.

## The role of a steering group member/ chairperson

The role of a BIMA steering group member/ Chair is to provide a direct link into the BIMA HQ team on recommendations and advice.

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 steering group's progress. If the Chair is unable to attend a Central Council meeting, it is imperative they appoint a replacement from their steering group to attend instead.

The Central Council meetings are held on a bi-monthly basis, and each steering group is required to update a trello board to explain the key purpose and current focus of the group.





## Building a Steering Group

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.

## Time commitment:

We recommend all members allow up to half a day a month for Steering Group duties. This will often include a one-hour monthly meeting plus any work you have opted into, to support the steering group objectives.

Learn more here:

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