



Remit and role of the Steering Committee

Membership: The Steering Committee (SC) is made up of one or two representatives from each of the member firms of the Diversity Project (DP) and the heads of the workstreams. SC members should be sufficiently senior to be able to represent their firms and to be able to influence their organisations' inclusion and diversity strategies. Members can send alternates, but ideally there should be continuity of those attending the meetings. SC members are typically the key point person between the DP and their organisation, playing an important role in two-way communication, disseminating DP information to their organisation and implementation.

Goals: The SC is committed to ensuring the success of the DP and its workstreams by the provision of leadership, support, access, advice, challenge, strategic input, and commitment by all of its members. It is also a great arena for peer benchmarking and asking member questions. Another important role is to ensure that the output of the DP is shared internally within their organisations and actions taken as appropriate.

- Provide oversight and support of workstream activities
- Develop the overall strategy for the DP, building on the work of the individual workstreams and taking input from the Advisory Council
- Provide regular reporting to the Advisory Council on overall activity and progress
- Individual members liaise with key stakeholders within their organisations to determine firm-level priorities and to consider working towards the DP's five-year goals
- Acting as a point person for the DP in terms of:
 - Reviewing workstream membership
 - Ensuring that all the recommendations, initiatives, events and materials are shared internally with HR teams, line managers and other leaders and implemented where appropriate
 - Sourcing case studies, role models and best practice examples for sharing with the DP
 - Reading all communications from the DP and taking appropriate action, including: participating in initiatives, completing surveys and sharing event information with relevant colleagues

- Ensure that your organisation participates in external DP campaigns, and engages with us on press opportunities, social media or otherwise where appropriate
- Providing feedback to the DP on what is working and what could be improved
- Individual members to act as representatives for the DP both internally within their own organisation and externally to the rest of the industry and beyond

Meetings and attendance: Meetings are held every two months and last 1.5 hours. In addition, members should allow time for internal discussions within their firms and for leading/participating (ideally) in one or more of the workstreams. Attendees should commit to attending five out of every six SC meetings. In addition to hearing from the workstreams, the SC meetings are also an opportunity for members to raise issues that they are working on to seek input from others, providing great peer to peer discussions. All members are encouraged to share their own experience of the issues being discussed.