



## Remit and role of the Steering Committee

**Membership:** the Steering Committee is made up of one representative from each of the member firms of the Diversity Project 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. Steering Committee members are typically the key point person between the Diversity Project and their organisation playing an important role in two-way communication.

**Goals:** the Steering Committee is committed to ensuring the success of the Diversity Project and its workstreams by the provision of leadership, support, access, advice, challenge, strategic input and commitment by all of its members. Another important role is to ensure that the output of the Diversity Project is shared internally within their organisations and actions taken as appropriate.

- Provide oversight and support of workstream activities
- Develop the overall strategy for the Diversity Project 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 help senior executives ensure that each firm is working towards implementing the ten standards of the Diversity Project
- 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
  - 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 and sharing event information with relevant colleagues
  - Ensure that organisation participates in external DP campaigns, and engage

with us on press opportunities, social media or otherwise where appropriate ○ Distributing the eNewsletter to colleagues internally

○ Providing feedback to the Diversity Project on what is working and what could be improved.

• Individual members to act as ambassadors for the Diversity Project both externally to the rest of the industry and beyond and within their organisations

**Meetings and attendance:** meetings are held every 2 months and last 1.5 hours. In addition, members should allow time for internal discussions within their firms and for leading/participating in one or more of the workstreams. Attendees should commit to attending three out of every four SC meetings. In addition to hearing from the workstreams, the Steering Committee 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.