



### **Definition of a Steering Group?**

As the name suggests, a Steering Group helps to steer a project from start to completion. It can be formed by staff from the organisation developing the project, or by service users of the project. At Young Identity, as part of our Creating Pathways program, our Steering Group is made up of members, as it is integral that we include our young people in the projects being developed, as their views help ensure that our projects are what our participants and poets would like to explore.

### **What is the role of Young Identity's Steering Group?**

The Steering Group's role is to provide advice and support to project outputs and the achievement of project targets. This may include such tasks as:

- Providing input to the development of a project, including the evaluation strategy;
- Defining and helping to achieve a project's outcomes;
- Identifying the priorities and potential risks;
- Working with the management team to help monitor risks, timelines and quality of a project;
- Providing advice about changes to a project as it develops.

Young Identity Steering Group will provide support and guidance. Members are not expected to work on a project themselves. The management team and staff do the work implementing the project. **Young Identity** Management Team will normally attend Steering Group meetings to report on progress and answer any questions raised. Within the Steering Group, there will be a member role to assist the Chair by recording the minutes and decisions of the meeting. These notes will be fed back to the management team, who in turn will feed back to the Board of Trustees and any other oversight groups within the organisation.

### **What role do individual members perform?**

Individual Steering Group members are not directly responsible for managing project activities but provide support and guidance for those who do. Individually, Steering Group members should:

- Understand the aim, strategy and intended outcomes of the organisation and its projects being developed;
- Appreciate the significance of a project for the organisation and other service users;
- Be genuinely interested in a project and the outcomes that are intended;
- Be an advocate for a project by doing what they can to promote its outputs;

### **Gaining a broader understanding of Young Identity and its project management you will:**

- Ensure the strategy that is planned matches the aim of a project;
- Consider how they will know if the aim of a project has been achieved;
- Review the progress of a project against the targets set;
- Consider ideas and issues raised;
- Provide guidance to the management team;
- Help balance conflicting priorities and resources;
- Actively promote the outputs of a project;
- Foster positive communication outside of the Group regarding a project's progress and outcomes;
- Contribute to the evaluation of a project, both development and implementation and its impact on its intended audience.

A member of the Steering Group will be elected Chair, to ensure that meetings run smoothly and achieve their objectives. Our members are selected based on their enthusiasm, commitment, knowledge and skills they bring to the Group. The first responsibility of members is the achievement of the charity and its projects' success.

### **How often does the Steering Group meet?**

Quarterly - however, Young Identity Steering Group meetings will be determined by the size and scale of each project. For example, smaller projects will only require a meeting once at the planning stage, one mid-way through to monitor progress and once more at the end to assess the outcomes and contribute to the evaluation. For larger projects, meetings will be planned to coincide with targets achieved. Any additional meetings will be agreed upon collectively by the Steering Group Team.

### **What happens before each meeting?**

In advance, the Management Team circulates papers for the meeting to Group members. These will include:

- An agenda indicating the day and time
- Minutes of the last meeting, including an action list
- A progress report on the status of the project since the last meeting
- Any other documents to be considered at the meeting

### **What happens at meetings?**

The Chair conducts the meeting according to the agenda, ensuring that members are encouraged to provide input throughout the meeting and that any decisions or recommendations are adequately resolved and agreed to by the members. The list of action items from the previous meeting will be checked, confirming the action taken and issues resolved, to agree on how to progress any actions that aren't completed.

### **What happens after each meeting?**

Following the meeting, a copy of the minutes will be circulated to members. The minutes will include a list of the actions agreed upon at the meeting, labelled with the name of the individual responsible for each action and the expected timeline for implementation. Copies of any additional documentation circulated at the meeting are to also be included as well as details of the next meeting noted clearly.

**You can find out more about Young Identity here: [www.youngidentity.org](http://www.youngidentity.org)**

## **EQUALITY DIVERSITY AND INCLUSION**

We would particularly like those of Global Majority Heritage\* to register interest, as we are committed to providing equal opportunities for underrepresented groups in the arts.

\*Global Majority heritage refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the Global South, and their diaspora, and/or have been racialised as "ethnic minorities."

