

Role of the Steering Committee Co-Chairs

- ◆ sets the agenda for each meeting;
- ◆ ensures that the agenda and supporting materials are delivered to members in advance of the meetings (2-3 days);
- ◆ Makes the purpose of each meeting clear to members and explains the agenda and objectives clear at the beginning of each meeting;
- ◆ Clarifies and summaries what is happening throughout each meeting;
- ◆ Keeps the meeting moving by putting time limits on each agenda item and keeps the meetings to 2 ½ - 3 Hours or less;
- ◆ Encourages broad participation from members in discussions by calling on different people;
- ◆ Ends each meeting with a summary of decisions and assignments;
- ◆ Follows up with consistently with absent members;

Responsibilities of Culture Change Steering Committee

- ◆ Understand the goals, objectives and desired outcomes of the project;
- ◆ Understand, listen and represent the interests of stakeholders;
- ◆ Take a genuine interest in the project's outcomes and overall success;
- ◆ Act on opportunities to communicate positively about the project;
- ◆ Check that the culture change project is making sensible decisions – especially in responding to issues, setting strategies, taking risks and proposed project changes;

Quorum and Decision Making

- ◆ A minimum number of 'insert quorum