

Supply Chain Sustainability School – Leadership Group Guidance for Partners

1. Objectives:

- To agree the scope of activity and boundaries within which the Groups will work, including target audience.
- To guide and inform the content, design, development and delivery for the School.
- To ensure the content of the School meets the needs of its members, ensuring content addresses agreed priorities, risks and opportunities of the individual Groups.
- To develop and recommend the annual Group business plans for the School Board's review and approval.
- To ensure an effective plan and process is in place to deliver the business plans.
- To promote the School through the supply chains of major clients and contractors to targeted suppliers, with a view to driving impact and engagement in the School, resulting in more active members.
- To recommend the involvement of other individuals and organisations, to enable the School to deliver against its stated aims.

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2. Responsibilities of Group members:

Required:

- Participate in Steering Group meetings, usually held once a quarter and with a duration of 2 hours. These are usually virtual but there is potential to host them in-person if the Group prefers.
- Leverage access to supply chain.
- Read and consider material circulated in advance of leadership group meetings.
- Be an advocate for this work, within your organisation and external networks.

Voluntary (depending on time available):

- Provide guidance on content and design of deliverable(s).
- Review and approve deliverable(s) prior to distribution or delivery.
- Become an active advocate, volunteering to host webinars, speak on virtual/in-person conferences, dependant on case studies and experience of the organisation.
- Respond to “next steps” identified in meeting notes.
- Support communications activity.