

Bathavon Climate & Nature Emergency Group

1. BCNG Overview

The BCNG (Bathavon Climate & Nature Group) is the suggested name of the group.

This Terms of Reference is for the BCNG Steering Group to operate alongside the Bathavon Forum.

2. Underlying principles

The Steering Group will:

- uphold the expectations of the Terms of Reference and Agreed Processes Document
- listen to members' views and ensure all members' voices are heard
- liaise effectively between meetings to complete tasks and offer mutual support
- hold themselves accountable to make decisions in a transparent way
- ensure that all necessary tasks are covered between them or are shared with others in the wider working group

3. Role expectations

The Steering Group will work collaboratively to:

- maintain an overview of the direction of the group
- work closely with B&NES to ensure working group actions dovetail in with B&NES strategy and make best use of available resources
- maintain an overview of other valley-wide initiatives, to avoid duplication and make use of potential collaborative partnerships
- hold the group to an action focus and achievable/measurable outcomes
- take the lead in the planning working group meetings
- take the lead in the facilitating working group meetings
- ensure working group meetings are recorded and fed back to Bathavon Area Forum
- provide opportunities for members to dovetail BAF ideas with the wishes of their Parish Council
- make use of surveys and feedback to guide the direction of travel of the group
- ensure that the group is working effectively and attend to any difficulties that may arise
- manage the administration (secretarial function) as appropriate between them

4. Administrative duties

Administrative duties will include:

- coordinating, summarising and circulating meeting notes
- sending out zoom link, & papers for each meeting 1 week in advance of the meeting
- liaising with steering group to monitor and agree responses to emails
- administering email correspondence
- setting up surveys and doodle polls as necessary
- maintaining membership lists
- creating and maintaining an actions list
- ensuring information from the group is passed back to B&NES