**Planning and Organisation**

We have mapped out a suggestion for the admin/support tasks required to set up and run an EAB. Please note these are illustrative only and should flex to suit the decisions you make about how you want to run your EAB. Ultimately however, this is a relatively straightforward activity that involves arranging c2-3 meetings per year, with some key touch points, so should not represent a significant burden. Equally, the budget requirement extends to simply paying for catering, so should be sourced from existing departmental budgets. You may wish to employ a student, for example on a 120-hour internship or via another internal recruitment method to assist with this work.

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| **Month** | **Admin requirements** | **Date completed** |
| **May/June**  | * Ask department colleagues for any nominations from their professional networks that might be suitable for EAB nomination (just name/org will be fine)
* Collate names (create an EAB membership tracker)
* Work with nominators and EAB Chair to shape the mix of nominees
* Send out personal invites, ideally via the people who know them well already
* Collate responses and keep notes on who is their preferred contact & preferred way to be contacted (e.g. do they have a PA?) on the tracker
* Confirm EAB membership to individuals in writing, along with ToR (Terms of reference) or any agreement you wish to draft
* Set up any access (library, staff card etc) you wish to grant them by virtue of the EAB members
* Follow up on any unconfirmed invites and send out 2nd wave of invites before finalising membership list
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| **July/August** | * Schedule date(s) for first EAB meetings
* Cross check dates with any key events or fairs that you could showcase to EAB members whilst on campus – looking for opportunities to showcase the University, it’s students, facilities and research
* Book rooms and provisional catering/technology
* Send confirmation of dates, times and locations to both internal colleagues and EAB members – ideally using calendar invites
* Confirm any dietary, allergy or access requirements (keep track of this on your EAB membership tracker)
* Notify EAB members of any key reasons to attend these meetings e.g. fun activities, other members, key speakers or events that will draw them to want to come to the meeting
* Ensure any agreement you may wish them to sign has been returned – if not chase (NB This is not compulsory, just something you may wish to do)
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| **September** | * Work with EAB Chair to curate a compelling, interesting and engaging agenda
* Ensure all internal colleagues/speakers are attending for the full meeting
* Confirm all logistics such as parking, technology and catering and names for badges (if you want them)
* Send out reminder 2-3 weeks ahead of the meeting with confirmed attendees and agenda
* Send out a short reminder with headline details, on the week of the event
* Send out car parking details (if required) and any maps/instructions to venue
* Any EAB members/employers that have offered to contribute an agenda item (e.g. a hot topics or skills challenges presentation) need to be reminded of timing and technology/resources available to them
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| **October**  | * Host first meeting – room set up and close down
* Refreshments and catering
* Ensure good signage and warm welcome is available from parking onwards for EAB members
* Take note of actions, outcomes, owners and deadlines in actions and outcomes template document
* Circulate actions and outcomes within 48 working hours of the meeting, along with note of thanks, an invite to contribute any ideas/sessions to the next session and any thoughts on how to improve the group
* Follow up with any employers who had specific enquiries or questions to ensure they have had a response within 2 weeks from the meeting
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| **December** | * Send communication (card/e-card) to all EAB members wishing them a good Christmas break, thanking them for supporting Sheffield Hallam University
* Provide links to, or information on, any key schemes or news items which may be of interest to members
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| **February** | * Work with EAB Chair to curate a compelling, interesting and engaging agenda
* Ensure all internal colleagues/speakers are attending for the full meeting
* Confirm all logistics such as parking, technology and catering and names for badges (if you want them)
* Send out reminder 2-3 weeks ahead of the meeting with confirmed attendees and agenda
* Send out a short reminder with headline details, on the week of the event
* Send out car parking details (if required) and any maps/instructions to venue
* Any EAB members/employers that have offered to contribute an agenda item (e.g. a hot topics or skills challenges presentation) need to be reminded of timing and technology/resources available to them
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| **March** | * Host second meeting – room set up and close down
* Refreshments and catering
* Ensure good signage and warm welcome is available from parking onwards for EAB members
* Take note of actions, outcomes, owners and deadlines in actions and outcomes template document
* Circulate actions and outcomes within 48 working hours of the meeting, along with note of thanks, an invite to contribute any ideas/sessions to the next session and any thoughts on how to improve the group
* Follow up with any employers who had specific enquiries or questions to ensure they have had a response within 2 weeks from the meeting
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| **April** | * Send communication (card/e-card) to all EAB members wishing them a good Easter break, thanking them for supporting Sheffield Hallam University
* Provide links to, or information on, any key schemes or news items which may be of interest to members
* Book room for EAB 1st year review and impact collation
* Invite all internal colleagues to attend
* Send out survey to EAB members asking for their feedback, ideas for improvement and to gather the impact for them/their organisation
* Manage attendee list and ensure attendance at the meeting from internal colleagues
* Circulate agenda to all attendees 2-3 weeks before meeting
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| **May** | * Review survey findings
* Gather additional internal colleagues impact data
* Finalise impact dashboard report for year 1
* Agree any next steps to improve the board and its impact for year 2
* Review EAB membership list
* Put call out to department for additional member nominations from certain sectors, or backgrounds to ensure good representation on the board
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