**Employer Advisory Boards Guidance**

**Timeline Checklist**

This is intended to provide an example timeline of what you might need to do and when across the year to run an EAB. You can adjust the dates to fulfil your specific requirements and to accommodate additional meetings.

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| **Month** | **Task** | **Date completed** |
| **May/June** | Meet to agree employers to invite to achieve suitable mix of views and perspectives. Send first round of invites. |  |
| Follow-up with employers that have not responded. Send second round of invites to employers, seeking to fill gaps that remain. |  |
| **July/August** | Schedule dates and locations for each of the years’ meetings. |  |
| Send out calendar invites to secure the dates with employer members. |  |
| **September** | Plan and send out agenda for the 1st meeting with terms of reference. |  |
| Arrange logistics such as parking, catering and venue. |  |
| **October** | Host 1st meeting. |  |
| Send the agreed actions with deadlines within a week of the meeting taking place. |  |
| Follow-up with employers regarding any specific requests or enquiries. |  |
| **December** | Send communications to all members wishing them a good Christmas, thanking them for supporting Sheffield Hallam University. |  |
| Provide links to any key schemes or news items which may be of interest to members. |  |
| **February** | Plan and send out agenda for the 2nd meeting and terms of reference. Arrange parking, catering and venue logistics. |  |
| Arrange logistics such as parking, catering and venue. |  |
| **March** | Host 2nd meeting. |  |
| Send the agreed actions with deadlines within a week of the meeting taking place. |  |
| Follow-up with employers regarding any specific requests or enquiries. |  |
| **April** | Meet internally to review the success of the Employer Advisory Board and to consider requirements for additional members. |  |
| **May** | If required, send invites for new members to join. |  |