# 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.

# 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

# 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 initiatives within the Bathavon Forum area, 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

# 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