

Getting started

Top 10 tips for network leads

1. Be clear on your super objective – what is it you want to change or make happen, consider a timeline to maintain focus?
2. Map out who your stakeholders are/ who you need to influence?
3. Articulate who your members will be – map out the membership.
4. Develop your terms of reference.
5. Establish your governance structure.
6. Map your actions to address measurable change – check against your organisation’s inclusion and diversity strategy.
7. Develop a communications plan – to attract members and to work on the activities.
8. Welcome everyone and listen to their ideas.
9. If you are the founder of the network, always bring the work of the network back to the core objective.
10. Remember, your role is more to signpost to support, than to solve issues.

Advice on drawing up terms of reference

Things to consider include the following:

1. Aims

- A name for the staff network.
- Its role and responsibilities.