**Steering Group description for a proposed Social Business**

**Group membership**

Complete the following table for each member of the steering group. Copy and paste the table as necessary.

|  |  |
| --- | --- |
| Name |  |
| Roles within the group (e.g. representative of a particular community, chair, marketing manager) |  |
| Short biographical profile |  |
| Areas of expertise |  |
| Contribution made to the project to date |  |
| Commitments made to the future of the project (e.g. to be a founder member, to invest free time, loan money) |  |

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**How the group works together**

|  |  |
| --- | --- |
| How and when did the group come together? |  |
| How often does it meet? |  |
| Are decisions recorded? |  |
| Are plans written down? |  |
| How would you rate the cohesion of the group? Does it function well as a team? Does one individual have a strong leadership role? |  |

**Gaps in the steering group**

|  |  |
| --- | --- |
| What gaps exist in the group (e.g. skills, community representation)? |  |
| What is the recruitment or training plan to address each of those gaps? |  |