

# Women's networks

## How to set one up in your organisation

### First steps: things to consider

The aims of your network and how you might achieve them, summarised in a mission statement.  
It's role and responsibilities.  
How your network aligns with your organisation's wider vision and values.  
What your network will be called.  
What your responsibilities are (if any) under the Equality Act 2010.  
How the group reflects the values and beliefs of the NHS Constitution.  
Whether you need any formal terms of reference to guide you.  
Who your key supporters are in the organisation, for example your chief executive or director of human resources, you may need a business case to get supporters on board.

### Membership: things to consider

Who the group is aimed at and therefore who can join (and potentially who can't join) and whether members can be removed from the group.  
How you will invite members to join, why people should join your network and what their commitment to the network will be.  
How you can support your members to become involved in the network and attend meetings.

### Accountability and reporting: things to consider

What activities you'll focus on and how you'll report back to the network, senior colleagues and your wider organisation.  
Any internal governance processes you'll need to have to ensure smooth running.  
Recruiting an executive committee or decision makers with specific roles, such as chair or vice-chair.  
How you'll support any equality objectives or frameworks, new or existing.  
How you'll keep your network relevant and valuable.  
How much time you can reasonably commit.

### Logistics: things to consider

What support you'll need to help organise the meetings and actions.  
The regularity of meetings and where will they be held.  
A budget to provide refreshments, venues, printed papers and products.  
Whether the meetings will be face-to-face, virtual or a mixture.  
Rotating the role of chair around the group.  
Ways to record discussions.  
Generating topics for agendas.  
How and when to circulate meeting papers.  
If non-members can attend meetings.  
Whether any sub groups are required.

### Communications: things to consider

How you'll share news, information and resources with the group.  
Dealing with confidential materials and copyright or GDPR issues.  
Making links with other networks and being aware of all events and networking opportunities within the area that the network can link to.  
Branding for the group such as a logo to raise its profile and provide a recognisable identity.  
Support from your communications team and advice about brand guidelines.  
Online functionality for the group, for example an intranet page and which members will maintain the content.