

BOBI Committee Member Role

- **Attend Steering Committee meetings (4/year)**
 - These take place in September (first meeting of the new cycle), November, February (shortlisting of entries) and June. Meetings are half-days except for the February short-listing meeting which is a full day
 - Expectation is that members will commit to personally attend at least 3 of the 4 meetings
 - In order to preserve continuity and confidentiality, substitutes can only attend meetings if an individual leaves the company, moves roles or steps down from the committee, and the substitute commits as above
 - Members sign a confidentiality agreement and must not discuss confidential matters outside the committee
- **Input by email (and/or possibly teleconference) to decisions that may need to be taken outside the meetings**
- **Be aware of the key BOBI entry processes, rules and deadlines and where to find information**
- **Act as a champion for the BOBIs within their own organisation and with clients/suppliers – to encourage entries and nominations/voting – this may include helping to promote the BOBIs when attending BHBIA events**
- **In addition, Steering Committee members are expected to take on at least one additional specific responsibility, such as:**
 - Leading/participating in the BOBI Newcomer organising team
 - Leading/participating in the BOBI Challenge organising team
 - Leading/participating in ad hoc marketing initiatives – e.g. videos, webinars, social media or other campaigns
 - Assisting with the development/review of materials such as the entry template or brochure

