



THE CTC CATALYSTS PROGRAMME

CtC members can apply for a Catalyst by contacting Dr Helen Wright at helen.wright@changingthechemistry.org

Catalysts are members of CtC who have experience on boards and who understand how the organisation works, so they can advise and ‘nudge’ newer members, offering them support and guidance. A Catalyst will typically have up to four members (‘Catalysees’) to look after, and the plan is for this support to be relatively short term. It is not coaching or mentoring; it is more like a guiding hand, and certainly a means of encouraging members to become more involved in CtC itself.

In short, Catalysts are there to ...

- Outline how CtC works
- Encourage and nudge the member in applying for board roles
- Explain how the member can leverage the CtC network and available support
- Signpost the ways the member can contribute to the running of CtC

Catalysts are a key part of Changing the Chemistry’s peer support network to strengthen and maintain the ties between members and to encourage and nudge those wanting board roles to progress their ambitions (it can be too easy to put it off) and to contribute to CtC to ensure we are sustainable.

The period for which each member will need a Catalyst will vary but it is likely to be about 3 months.

What does a Catalyst do? – GUIDELINES FOR CATALYSTS

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What does that involve for Catalysts?

What this means in practice is ...

- Introducing yourself to the member and arranging to meet one-to-one (face to face please) for an introductory meeting
- Keeping in touch with the member on a regular basis and speaking to them or emailing once a month, if possible please sometimes meet in person to understand how they are doing and finding out what support they need to secure a board role. It may be that, after the initial introductory session, you want to meet all your catalysts together from time to time. Specific points to cover would be



- Have they drafted a list of successes and considered what skills these demonstrate that are relevant for a board?
- Do they understand what a board does, and in particular the difference between executive and non-executive positions?
- Explain what boards do and the benefits and challenges of being on a board
- Have they assessed themselves against the board skills matrix – please note that some people can be intimidated by the matrix so it is important to reiterate that they are not expected to have all these skills?
- Have they completed their membership profile on the platform?
- Have they prepared an NED one paragraph bio for use when introducing themselves to members, NEDs or to give people who offer to make introductions to support their NED quest?
- Have they drafted an NED CV?
- Are they considering public sector roles and in which case are they signed up to emails from www.appointed-for-scotland.gov.uk and the UK public appointments [website](#) notifications? Have they tried completing a public sector application form?
- Have they requested membership of the Target Group (TG) on the Membership Platform and are they attending TG meetings either in person or via dial up? If not, why not?
- What have they done to help further their board ambitions e.g. attended relevant events or meeting individuals?
- **Have they considered approaching a coach or a mentor?**
- How appropriate is their LinkedIn profile for their NED ambitions?
- Explaining the importance of their social capital (i.e. who they know) so what are they doing to extend their NED network, particularly if they want private sector board roles?
- Explaining to them how to find others in the network who may be able to help them?
- Discussing whether they would benefit from a coach or mentor within the membership
- Highlighting upcoming CtC events that would help progress their ambition
- Asking how they are contributing to CtC. Please note that many of the roles are simple administrative ones and we really need everyone to pitch in with some of the less exciting activities. The work can be done at home at a time of their choosing and should be only one or two hours a month maximum. Details of ways to contribute can be found on the opportunities list under “resources” on the right hand side of the CtC website. **For CtC to function effectively as a peer network, we need everyone to contribute – you can play a key role in helping our new members to pay their part!**

How to feedback on how it's going?

We appreciate that each of you will do this in your own way but thought it might be useful to provide a few pointers based on our experience so far. We would appreciate feedback too which can be done via the Catalyst coordinator (Dr Helen Wright). We are also planning to set-up quarterly update calls that are focused on providing broader briefings on recent developments within CtC and to hear suggestions from everyone.



RESOURCES

What reference material is there?

What support is available to you

1. Changing the Chemistry FAQs (for you)
2. CtC Board roadmap (see [link](#))
3. Skills matrix (see [link](#))
4. Code of conduct
5. CtC Strategy
6. NED interview questions (see [link](#) for 31/7/18 version)
7. CtC opportunities list – ways to contribute (can be found on the website on the RHS)
8. How CtC works video (see [link](#))

These documents will be uploaded to the CtC Catalyst group online as these links will change with time as they are updated. The members can also find the core resources needed for supporting their board journey in the All Members' Group documents section in the category "members resources".