# Example email text to invite PI to be part of a steering group

Subject line: Invitation to join the Prosper PI-network steering group

Dear [NAME]

I hope this email finds you well. I wanted to ask if you’d consider becoming a member of the steering group for the Prosper PI network?

The steering group will consist of a relatively small number of engaged PIs (ultimately from University of Liverpool, University of Manchester and Lancaster University), engaged in the direction of the PI network. More details are given below. We do not want being a member of the steering group to be an onerous task! We envisage the PI network steering committee **meeting once a quarter** to set the direction of the coming quarter/s and reflect on the previous ones. The meeting format and frequency can be reviewed by the steering committee itself.

*What is the role of the steering group?*

· Input into the topics to be discussed - ensuring that the topics are relevant and of interest to a mixed audience of PIs across a breadth of career stages, disciplines, and life experiences

· Invite/suggest speakers

· Promote the PI network to colleagues and other networks

· Input into development of broader Prosper resources

*Who’s involved?*

A group of PIs from University of Liverpool, University of Manchester and Lancaster University who are (or would like to be) actively engaged with the PI network. A member of the Prosper team will also be on the steering committee and will coordinate meeting logistics/communications. We seek to make the steering group, whilst small, as diverse as possible.

*What does being on the steering group entail?*

· Input - set and agree on PI network topics, speakers, session dates, timings and format.

· Attend - to frequently attend the PI network sessions themselves

· Evaluate - to feedback to the Prosper team

· Advocacy – tell other PIs about the network and encourage them to come along or use the outputs

As a member of the PI network steering group you would be automatically enrolled/invited to **Prosper’s Stakeholder Engagement Panel** (SEP).

If you could let me know what your decision is with respect to being a member of the steering group that would be greatly appreciated.

Best wishes,

[Name]