1. **Main Board**

**Objective:**
To establish and deliver the vision and strategic objectives to improve the environment in which our members do business, promoting their interests and providing them with high value services. Establishing and maintaining techUK as the high profile, industry and public affairs focal point for the information technology, communications and electronics businesses.

1. Meets normally 4 times a year.
2. Members are the legal directors of the company.
3. Discharges statutory obligations.
4. Oversees and reviews effectiveness of implementation of techUK’s governance structure and practices, and of its strategic objectives.
5. Ultimate decision making body of techUK.
6. Determines, with support and proposals from the Finance & Performance Board:
   a) Changes in the industry sectors covered and any major changes in services provided or activities undertaken.
   b) The strategic direction and values of techUK
   c) The strategy and criteria for membership
   d) The fee structure and fee rates.
7. Determines major public policy priorities and actions.
8. Approves the annual business plan & budget.
9. Approves the annual accounts

2. **Membership, Finance & Performance Board**

**Objective:**
To ensure that the Main Board is effectively supported in the implementation of the vision and mission and to develop, approve and govern the membership offerings and services with the objective of ensuring that member value is maximised, the membership mix is optimised and that techUK operates strong governance in new members' recruitment consistent with the strategy and criteria established with the Board.

1. A sub-committee of the Main Board.
2. Meets normally 6 times a year plus ad hoc as necessary
3. Guides and oversees the operations and activities of techUK on behalf of the Main Board.
4. Proposes the strategic direction and values of techUK to the Main Board and maintains these.
5. Proposes fee structures and changes in fee rates, to the Main Board.
6. Agrees the annual business plan & budget for submission to the Main Board.
7. Reviews progress against the plan and budget and provides reports of progress to the Main Board.
8. Reviews relationships with members.
9. Proposes to the Main board the industry sectors to be covered by techUK.
10. Proposes any major change in services provided and activities undertaken.
11. Acts as a sounding board for the Chief Executive in the day to day management of the association.
12. Approves new members and any removals of existing members within the strategy and criteria established with the Main Board. Reviews resignations and exits and agrees actions for required countermeasures and monitors progress. Reviews promotion and incentive schemes for new member recruitment.
3. **Finance Committee**

Objective:
To ensure on behalf of the Main Board that techUK meets its financial and legal requirements.

1. A sub-committee of the Main Board, meeting as necessary.
2. Review the financial and secretarial aspects of techUK to protect members’ interests.
3. Monitor the financial performance of techUK and recommend actions to the Finance & Performance Board to facilitate achievement of objectives.
4. Agree report & accounts before submission to the Board.
5. Agree the annual budget before submission to the Finance & Performance Board.

4. **Nominations Committee**

A. **Objective:**
To identify, encourage and nominate persons to join the techUK board with the objective of balancing the interests and representation of the different parts of the UK tech industries and to achieve a balance between continuity and the need for fresh ideas. The committee will have in mind the need for representation in the fields of the board’s key priority areas and will seek to ensure that the board represents the national interests of the UK tech industries.

The Nominations Committee will seek to ensure that there is a balance of representation across:

- Size of companies in techUK membership
- UK based and Overseas Parent Companies
- The different industries that techUK represents

When considering directors for second and subsequent terms the committee will bear in mind the contribution made by those directors to the work of the board and the association and their attendance record at board meetings.

B. The Nominations Committee shall be a sub-committee of the Board

1. Receive applications for board membership (elected, and selected categories, and Vice Presidents), review and accept or reject with reasons.
2. Ensure that the secretary is maintaining the correct process for board elections.

The members of the Nominations Committee shall be :

- The current President;
- the immediate past President;
- the Deputy President;
- the Chief Executive Officer;
- Two Elected Directors, who shall be selected from among the Elected Directors, in the event that there are more candidates than vacancies, by ballot among the Elected Directors and who shall serve as members of the Committee for as long as they remain Elected Directors or for up to two years whichever is the shorter period.
5. **Remuneration Committee**

Objective:
To recommend competitive remuneration policy and actual remuneration for all Executive Directors of the Finance & Performance Board.

1. A sub-committee of the Main Board
2. Meets when necessary.
3. Determines remuneration policy and packages for the executive directors of the Finance & Performance Board.
4. Reports the outcome of its deliberations to the Membership Finance and Performance Board (excluding Executive Directors).

The members of the Remuneration Committee shall be:-

- The current President;
- the immediate past President;
- the Deputy President;
- the Vice President of Finance
- the Vice President of Operations

Liz Cobbson, January 2017