techUK Governance
Terms of Reference

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,
   - Changes in the industry sectors covered and any major changes in services provided or activities undertaken.
   - The strategic direction and values of techUK
   - The strategy and criteria for membership
   - 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

Membership, Finance & Performance Board

Objectives:
To develop, approve and govern the membership offerings and services with the objective of ensuring that member value is maximised, our membership mix is optimised and that techUK operates strong governance in new members’ recruitment consistent with the strategy and criteria established with the Board.

To ensure that the Main Board is effectively supported in the implementation of the vision and mission.

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. Approves new members and any removals of existing members within the strategy and criteria established with the Main Board.
6. Proposes fee structures and changes in fee rates, to the Main Board.
7. Agrees the annual business plan & budget for submission to the Main Board.
8. Reviews progress against the plan and budget and provides reports of progress to the Main Board.
9. Reviews relationships with members.
10. Proposes to the Main board the industry sectors to be covered by techUK.
11. Proposes any major change in services provided and activities undertaken.
12. Acts as a sounding board for the Chief Executive in the day to day management of the association.

13. Reviews member joiners, resigners and leavers. Agrees actions for required countermeasures and monitors progress.

14. Review applications for membership and agree category and fee band. For any rejections provide written detailed reasons.

15. Consider new membership sector opportunities, reporting into the Finance & Performance Board.

16. Develop and propose promotion and incentive schemes for new member recruitment.

17. Monitor and develop membership retention marketing.

18. Reviews membership fee structures.

**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.

**Nominations Committee**

Objective:
To maintain the appropriate quality of representation at the Board.

1. A sub committee of the Board

2. Receive applications for board membership (nominated, elected, and selected categories, and Vice Presidents), review and accept or reject with reasons.

3. Ensure that the secretary is maintaining the correct process for board elections.

**Remuneration Committee**

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

1. 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. Agree the budget for staff salary changes (in total).