



Estimated Time Expected By Committee Members

Chair (general correspondence, meeting with staff, representing the cluster in various meetings/engagements)
- 4 hours / week

Treasurer

- 8 hours / month

Plus extra time over the year due to Summit, Financial Statements & Audit, 6 monthly GST returns and Provisional Tax.

Deputy Chair

- 2 hours / month

Sub-committee (all committee members are expected to be on at least one sub-committee)
(financial, speakers, operations, partnerships, strategic)

- 4 hours / month

All committee members - Monthly meetings/events

- 3:30pm-7:30pm - 4 hours / month

Full day Summit

Total by role

- Chair (assuming 1 sub-committee) - 12 hours / month

- Treasurer - 12+ hours / month (assuming not on a sub-committee)

- Deputy Chair (assuming 1 sub-committee) - 10 hours / month

- Other committee members (assuming 1 sub-committee each) - 8 hours / month

Summit

- Speakers - 4 hours /week over 3 months

- Sponsorship - 4 hours/week over 3 months

- Special summit meetings - 3 x 2 hours = 6 hours

- Day before prep - 4 hours

- On the day - full day (all committee)