



## CANTERBURY TECH

Canterbury Tech is a non-profit organisation helping Canterbury's tech sector succeed at home and worldwide. Our aim is to help individuals and companies:

- Connect
- Be Inspired
- Grow

We have a broad-based member community – New Zealand's most innovative companies and successful entrepreneurs based in a region renowned globally for its tech excellence.

Our activities include [monthly speaker events](#) where industry experts come along and share their knowledge of particular topics, and tech industry workshops and facilitation. The [Canterbury Tech Summit](#) is our main conference of the year attracting over 700 attendees.

## MANAGEMENT COMMITTEE GUIDELINES

In order to provide governance of Canterbury Tech, the management committee will comprise of individuals with the following qualities:

1. Commitment to the primary objectives of Canterbury Tech, and a desire to pursue those through involvement in both the strategic direction and operational activities of the society.

The Society's objectives are:

- A. to promote tech businesses in Canterbury;
- B. to arrange, organise and promote regular educational and networking functions for the tech community in Canterbury;
- C. to arrange, organise and promote an annual event promoting and celebrating Canterbury tech.

2. Where possible, leadership experience, including involvement with other organisations of similar scope and purpose, and experience with committee work.

3. Specific expertise in one or more of the following areas:

Software  
Hardware  
Leadership  
Community engagement  
PR/ Marketing  
Legal  
Governance  
Financial  
Events  
Health and Safety / First Aid

#### 4. Representation of the Membership of Canterbury Tech

The following characteristics are considered important attributes of the elected committee:

- A desire to promote and advocate Christchurch's tech sector as being world class, connected and creative.
- Demonstrated commitment to the key objectives of Canterbury Tech
- Diversity of organisations represented in the membership;
- Diversity of discipline and perspectives (hardware/software, leadership, legal, marketing, HR, financial services, etc.).
- Encouraging young people into the tech industry

#### **COMMITTEE MEMBER REQUIREMENTS:**

Individuals standing for election need to be current, fully paid-up (corporate or individual) members of Canterbury Tech.

Election is for a minimum of a one-year term but will roll over into the following year.

#### **Time Commitment:**

It is important that you are aware of the time expected to give to the committee.

Time estimate by role:

- Chair (assuming 1 sub-committee) - approximately 12 hours per month
- Treasurer - approximately 8 hours / month (assuming not on a sub-committee)
- Deputy Chair (assuming 1 sub-committee) - approximately 10 hours per month
- Other committee members (assuming 1 sub-committee each) - approximately 8 hours per month

The above expected time commitment includes attending the monthly committee meeting & Canterbury Tech Event. The committee meets on the first Tuesday of the month from 3.30pm - 5:00pm, immediately prior to the evening networking event from 5.30pm to 7.30pm.

Committee members also participate in other meetings as required (video calls and face-to-face) depending on the selected sub-committee roles.

Election to the committee is a voluntary, non-paid role.

It is anticipated that each committee member will serve on one sub-committee. Sub-committees typically meet monthly for a one-hour conference call or face-to-face. Sub-committees cover areas such as speakers, Summit, IT/ Systems, communications, partnerships etc.

Officer roles within the committee (Chair, Vice-Chair, Treasurer, Secretary) will be elected by the newly formed committee after the AGM.

**All committee members will be expected to:**

- Attend the AGM
- Attend and help at the Canterbury Tech Summit
- Attend and help at the 9 monthly committee meetings / monthly events
- Join at least one sub committee
- Meet with members and/or industry representatives as required
- Assist the organisation to expand its resource base by sharing expertise.