

## Manufacturing Technology Entrepreneurship Collaboration (MTEC)

### Terms of Reference

Date: 2 April 2019

The Manufacturing Technology Entrepreneurship Collaboration (MTEC) is a committee of the Mid Island Business Initiative (MIBI) formed to develop solutions to the challenges prospective employers are describing to MIBI as resistance points to their moving to our region or expanding their existing presence. With its private business representation and volunteer involvement, MTEC is uniquely positioned to engage with community partners in developing long-term solutions that leverage existing infrastructure and build momentum throughout our community.

#### 1. Mandate

MTEC is a working committee that reports regularly to the MIBI Board through the Committee Chair and the MIBI Board Liaison to develop solutions to the challenges prospective employers are describing to MIBI as resistance points to their moving to our region or expanding their existing presence.

MTEC will prioritize collaboration with community partners and leveraging existing infrastructure to engage our community in economic development.

MTEC will work on both short-term and long-term strategies to position our region as a leader in supporting current and future needs of private business.

MTEC's will initially focus on developing strategies to address the following challenges:

- Connected & informed
- Local talent pool:
- Community building for new & existing businesses:
- Access to capital:

MTEC's areas of priority can be modified to suit current needs with approval from MIBI Board.

#### 2. Committee Structure

MTEC will make every reasonable effort to maintain a committee within the following restrictions:

- i. MTEC shall be comprised of:

Position	Initial Member
▪ 1 Chair person	Rebecca Kirk
▪ 1 MIBI Board liaison	Darren Moss
▪ 1 MIBI Chief Executive Officer	John Hankins
▪ Volunteer members	David Witty, Chris Beaton
▪ Up to a maximum of 10 members, inclusive of the Chairperson, MIBI Board liaison and MIBI Executive director;	



- ii. Sub Committees may be created at the discretion of MTEC in support of on-going initiatives in addition to the committee membership limits set out in 2.i.

#### 3. Roles and Responsibilities



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As part of their mandate and on-going activities, MTEC will:

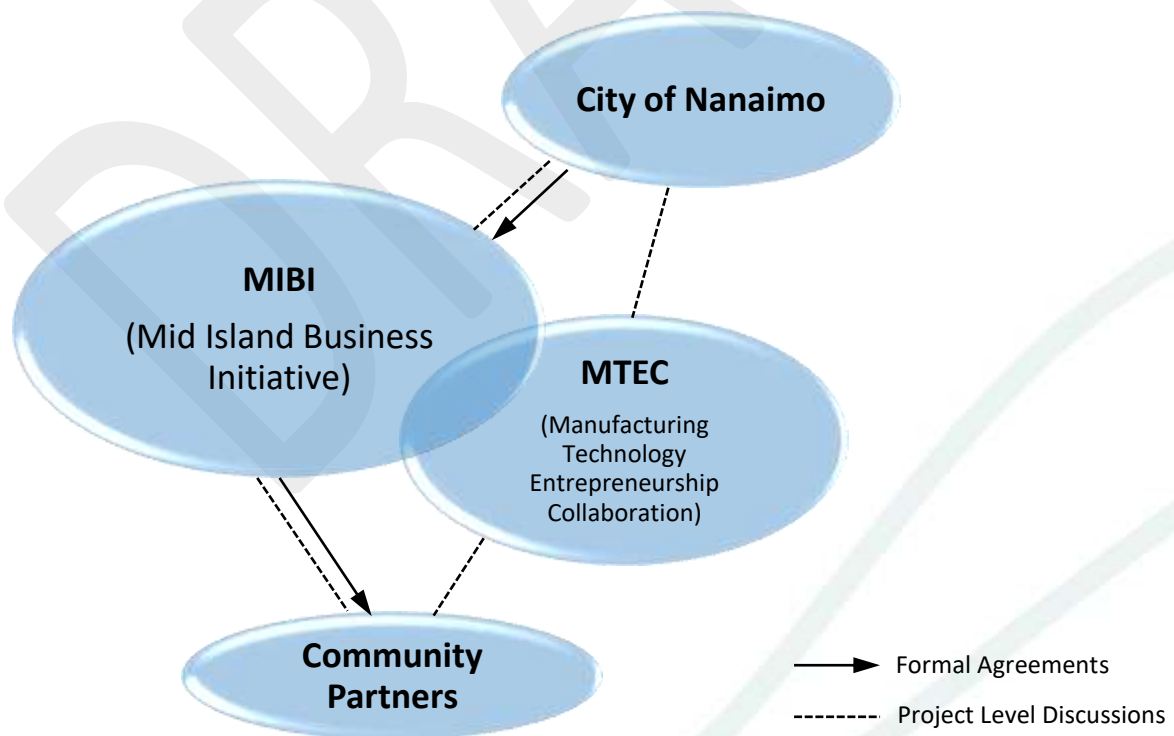
- i. Maintain effective communication with the MIBI Board;
- ii. Manage, prioritize and coordinate committee activities in support of the committee mandate;
- iii. Manage & recruit committee members, including succession planning;
- iv. Prepare and maintain records of all MTEC Committee meetings. All records will be available for review by request through the MIBI Board;
- v. Prepare and maintain high level strategy plans for initiatives and strategies that map goals back to MTEC's core mandate;
- vi. Manage funds allocated to MTEC by the MIBI Board;
- vii. Work with the MIBI Board to implement action items and strategies adopted by the MIBI Board;
- viii. Review and update MTEC Terms of Reference for MIBI Board review and approval as required.

In support of the MTEC's activities, the MIBI Board will:

- ix. Maintain effective communication with MTEC;
- x. Work with MTEC to implement action items and strategies adopted by the MIBI Board;
- xi. Update MTEC on any new initiatives or mandate changes adopted by the MIBI Board.

#### 4. Communication

In support of MTEC's mandate and on-going activities, the committee will communicate directly with external parties however formal agreements will remain with MIBI as outlined below:





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- i. MTEC's external communication structure is generally as follows:

Committee Chair:

- Coordination of external communication;
- Special presentations to the MIBI Board;
- Point of Contact for committee.

MIBI Board Liaison:

- Maintain effective two way communications between MTEC and the MIBI Board;
- Provide monthly reports to the MIBI Board of ongoing MTEC activities.

Committee Members:

- As required by committee activities and approved by the Committee Chair.

- ii. For any external meeting or discussion that is intended to address MTEC funding, programming, partnerships or other structural level discussions, the following members are to be advised of the meeting and have the opportunity to participate:

- i. MTEC Chair;
- ii. MIBI Executive director;
- iii. MIBI Board liaison.

## 5. Budget and Fundraising:

MIBI will monitor and maintain control of all accounting for MTEC.

In support of MTEC's specific projects and initiatives, MTEC will:

- Prepare project level budgets for submission to MIBI Board for approval;
- Manage project level budgets;
- Provide regular budget reports to the MIBI Board;
- Work with MIBI on any fundraising or grant requests that are for the benefit of MTEC's projects or initiatives.

## 6. Paid Positions

MIBI may assign funds and resources to create paid positions in support of MTEC's mandate at the Board's sole discretion. The responsibilities, compensation and terms for paid positions will be captured in the agreement for each position.

## 7. Terms

MTEC will adhere to the following terms at all times:

- i. All membership terms to be rotating terms as determined by the MIBI Board with input from the MTEC;
- ii. All committee level decisions will be undertaken through a consensus approach
- iii. For all MTEC Committee decisions, Quorum will be defined as 50% of the current committee membership plus one;
- iv. MTEC will meet at least 8 times annually;
- v. Meeting participation via telephone or digital conferencing is acceptable;
- vi. Voting via e-mail is acceptable;