

Terms of Reference Tech BOOST program

Purpose

The Committee provides advice to the Director, Programs, Technology Alberta by bringing an objective and informative perspective

Duties

The Advisory Committee will continually review and advise on:

- Industry and community relations
- Tech SME needs including emphasis on rural SME needs
- Innovation ecosystem gaps with focus on talent needs and incremental advisory services
- Customized training/Professional development programs development
- Innovation community outreach

Chair and Secretary

The committee chair is the President, Technology Alberta and the Secretary is the Director, Programs. Additional Technology Alberta staff will participate to support.

Membership (Membership List Attached)

The Committee will be composed of 9 to 17 members consisting of:

- Industry/community representatives (5: representing diverse sectors and geography (ie. Edmonton, Calgary, Rural))
- Students (3: from 1 Northern and 1 Southern Alberta, and 1 Rural Region post-secondary; STEM and Business representation)
- AIN community members (3: Edmonton, Calgary, one rural Alberta region)
- Funder Representative: Alberta Innovates representative (1, Ex-officio)
- Funder Representative: PrairiesCan representative (1, Ex-officio)
- Funder Representative: GoA Jobs, Economy, Trade (1, Ex-officio)
- Alberta post-secondary representatives (3: 1 Northern Alberta, 1 Southern Alberta, 1 Rural college/polytechnic)

Members are invited to join for an initial term of 12 months with a possible reappointment for another 36 months. Ad-hoc sub-committees may be formed as specific issues and projects requiring dedicated resources arise.

Decision-Making Process

This is an advisory committee.

Quorum

The quorum for any meeting of the Committee shall be two-thirds of confirmed membership.

Meetings

Committee members attend at least 4 times annually (either face-to-face or online as required) and may become involved in subcommittee activities. The Director, Programs maintains and circulates the agendas and minutes.

Remuneration

Members serve as volunteers without remuneration.

Membership List

Name	Role	Attendance