Reporting to the Technician Commitment Working Group, the Technicians' Network (TechNet) steering group facilitates the main objectives of TechNet, which are to:

- Provide a forum for all technicians to meet and interact with the aim of sharing knowledge and best practise.
- Promote the 4 key areas of the Technician Commitment: Visibility, Recognition, Career Development & Sustainability.

TechNet is a non-political, informal group. Membership is voluntary and is open to all higher education technical staff.

Events are held several times throughout the academic year at varying locations including online and on varying days to accommodate flexible working patterns.

To encourage further collaboration, networking and sharing of good practice outside of scheduled meetings, the Technet subsection of the Technicians website will be updated regularly and a forum will be available for any University of Sheffield member of technical staff to subscribe to.

Decisions regarding the membership of the steering group will be overseen by the group itself.

Decisions regarding the content and format of the Technet gatherings are made and facilitated by the Steering Group with regular input from the Technician Commitment Working Group ensuring that key updates from the commitment are communicated widely.

The terms of reference for the steering group are to:

- Encourage stronger links between technical staff across disciplines and faculties through the provision of periodical events. Areas of interest will be led primarily by the technical community. This can utilise existing in-house expertise or be outsourced if necessary.

- Respond to strategic planning from the National Technician Development Centre and the University of Sheffield Technician Commitment Working Group.

- Put in place an effective and efficient communication system so that collaborations are easier to initiate and development opportunities can be relayed to all members.

- Promote professional status by a number of means including Professional Body membership and application for associated Professional Registration status.

- Raise the profile and highlight the contribution made by technicians via various channels including setting up of a webpage and other publications such as articles in journals.

- Extend the network to foster and improve links with other educational institutions.

## Membership

The steering group membership consists of volunteers from the University of Sheffield.

Currently none of the positions are fixed term and there is no formal procedure for nomination and election. Steering group co-chairs are to be interviewed if the demand exceeds two individuals. A maximum number of members has not been set but ideally group membership should include a representative from each faculty and professional services departments with technical staff.

Before volunteering for any position it is important that sufficient time is available to allocate to the role and approval has been sought from the line manager.

*Chair(s) (in addition to those of the steering group member)*
- Set dates and arrange meeting of steering group.
- Lead on organising the TechNet meetings.
- Manage steering group meetings.
- Compile and distribute an agenda prior to meetings.
- Ensure all members are aware of actions required

*Steering group member*
- Attend meetings having prepared beforehand by reading through the agenda and any other distributed material.
- Ensure that information is disseminated to 'home' faculty and vice versa.
- Contribute to discussion.
- Volunteer for additional tasks as required.

| Position | Name | Faculty | Department |
|----------|------|---------|------------|
| Chairs | Abbie Martin<br>Mark Ariaans | Professional Services/A&H<br>MDH | IT Services<br>IICD |
| Group Reps | Luke Wild<br>Ben Palmer | Professional Services<br>Science | IT Services<br>School of Biosciences |

## Meeting arrangements

The steering group will meet two to three times per event (usually twice to arrange the event and once after). These dates will be set by the chairs of the committee.

An agenda will be circulated by the chairs in advance and will be stored on the Google shared drive so that any other items for discussion can be added. Action points will be

taken by a member of the group and distributed to steering group members within 2 weeks of the meeting taking place.

**Reporting**

Feedback forms will be collated and distributed at each event.  Responses will be evaluated and used to provide guidance on the topics and format of future events. This data will be circulated to all steering group members prior to meetings.

Relevant feedback will be taken to the Technician Commitment Working Group by the chair(s).

**Resources and budget**

A budget is available for resources and lunches. This is managed by the Director of HR's PA.

**Review**

Terms of reference will be reviewed every two years unless there are any major changes such as a new membership.