

Expectations

INTA Committee Chairs and Vice Chairs

General

The following general criteria apply to all nominees for INTA leadership positions, including Officers, INTA Board of Directors, Counsel, Committee Chairs and Vice Chairs. Nominees should:

- demonstrate a depth of knowledge in intellectual property (IP) law, with particular emphasis on trademark law;
- have been employed in the field or practice of IP law for a sufficient period of time to demonstrate appreciation of the issues facing the organization;
- demonstrate a commitment to the organization by regular meeting attendance, including the Annual Meeting and related activities or official functions, Leadership Meeting, Board meetings and related government relations programs and committee meetings; and
- complete substantive tasks in a timely manner with high quality work product.

In addition, nominees for these leadership positions should expect to devote substantial time to their INTA leadership responsibilities and bear their travel expenses to INTA meetings and to other scheduled events.

Before an individual accepts a nomination for a leadership position, he or she should discuss the benefits, responsibilities and resource requirements with his or her company or firm management and acquire approval to actively and fully participate in INTA in a senior leadership role.

Committees

In accordance with INTA's Bylaws, the Board of Directors may create, continue or discontinue committees from time to time and establish the policies, procedures and responsibilities for those committees.

Committees are established to make policy recommendations to the Board of Directors, undertake short and long term assignments to execute the Strategic Plan and generally to carry out the work of the Association. Committees represent, involve and serve the Association's members and provide an important training ground for INTA's future leaders. Committees may not express opinions or represent positions in the name of the Association unless specifically authorized by the Board of Directors.

As an INTA committee member, you may, in the fulfillment of your committee responsibilities, participate in the preparation of original written materials including reports, articles, papers,

briefs, fact sheets, checklists, or others. As a leader in the intellectual property field, INTA takes seriously its responsibility to provide accurate and authoritative materials for use by its members and/or the public, as well as by relevant courts and tribunals. INTA also takes seriously its responsibility to honor intellectual property rights; therefore, it is expected that all committee-generated work will properly acknowledge and provide accurate attribution for all source information or material.

General Responsibilities – Committee Chairs and Vice Chairs

While participating as part of a committee, Committee Chairs and Vice Chairs must:

- believe in and actively support the mission of the Association;
- attend the Annual Meeting and related activities or official functions, the Leadership Meeting and committee meetings;
- comply with applicable laws, regulations, bylaws and policies;
- direct and oversee the committee's activities;
- ensure timely communications within the committee and among other committees and staff;
- share insights to help the committee make appropriate decisions and policy;
- with the staff liaison, develop the committee's mission and objectives;
- participate in the annual nominations process, identifying and nominating individuals to serve in leadership positions (e.g., as Officers, Counsel, Directors, Committee Chairs and Vice Chairs);
- prepare well for all meetings;
- with the staff liaison, maintain records and relevant information on committee work;
- annually, at the request of the Chief Executive Officer, evaluate the INTA Staff Liaisons responsible for the committee; and
- resign from the committee when no longer able to support the mission or devote the necessary time to be a productive committee leader; and

Expectations – Committee Chairs and Vice Chairs

INTA Committee Chairs and Vice Chairs can be expected to allot approximately 5 – 10 hours per month for regular meetings, conference calls and related committee activities). Committee Chairs and Vice Chairs are appointed for a two-year committee term.

Most committees meet monthly via conference call for at least an hour, but the frequency of the calls is dictated by the committee's projects throughout the year. In addition, the committees meet in person during the INTA Annual Meeting and Leadership Meeting. During the two-year committee term, Committee Chairs and Vice Chairs are expected to attend the Annual and Leadership Meetings.

Committee Chairs and Vice Chairs should expect to spend approximately 1-3 hours preparing for each committee meeting, including time spent developing and reviewing the agenda and related materials distributed to each committee member prior to the committee meeting. Committee Chairs and Vice Chairs should be prepared to lead the discussion during the meeting and ask questions of the appropriate volunteers or staff to clarify issues or raise concerns.

Committee Chairs and Vice Chairs may be asked to present a report on their committee's activities and accomplishments to the Board of Directors from time to time.

Committee Chairs and Vice Chairs have a general responsibility to promote INTA to professional colleagues, encouraging non-members to join the Association and to become active participants. They should generally inform the public and others about INTA and mention their affiliation, when appropriate, in press interviews, articles and speaking engagements.

Committee Chairs must adhere to conflict of interest, ethics and confidentiality policies as promulgated.