

## **Expectations**

### **INTA Committee Members**

#### **INTA Committee Policy**

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

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 Information – Committee Members**

Committee volunteers are appointed for a two-year committee term. Committee members may serve on the same committee for two consecutive terms (four years total). They may then apply to serve on a different committee, if they so choose.

Committee volunteers should expect to devote an appropriate amount of time to their INTA committee responsibilities. Time commitments may vary depending on the committee. The INTA staff liaison will have further information about time commitments for specific committees.

Committee volunteers are responsible for their travel expenses to INTA meetings and to other scheduled events (as necessary).

Before an individual accepts a position on a committee, 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.

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 members are expected to attend the Annual and Leadership Meetings.

### **Responsibilities – Committee Members**

While participating on a committee, volunteers must:

- be employed by an INTA member company or firm, or have an Academic membership;
- demonstrate a commitment to the Association through regular meeting attendance, including committee conference calls and meetings at the Annual and Leadership Meetings;
- 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);
- complete assigned tasks in a timely manner, maintaining the high quality standards of the Association;
- support the mission of the Association;
- comply with applicable INTA regulations, bylaws and policies;
- respond to INTA staff and committee communications in a timely manner;
- share insights to help the committee make appropriate decisions and policy;
- be prepared for and actively participate in all committee meetings, including (but not limited to) taking minutes, when necessary; and
- resign from the committee when no longer able to support the committee mission or devote the necessary time to be a productive committee member.