

## **Expectations**

### **INTA Committee Members**

Our most important asset is the talented and dedicated group of individuals who serve on our committees (“Committee Members”). From advising on policy positions to creating resources and communicating on key issues, their expertise and contributions enhance our work—benefitting industry stakeholders and society.

Committee Members focus on specific objectives within three umbrellas: advocacy, resources, and communications. Our Committee Members work closely with our global staff to assess and address a wide range of issues related to trademarks and intellectual property, including:

- advocating trademarks and brand owner rights
- developing resources for members, other industry stakeholders, and the public
- communicating and implementing strategic initiatives
- planning educational programs and events

### **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 and/or Committee Members may not express opinions or represent positions in the name of the Association unless specifically authorized by the Board of Directors. Committees and/or Committee Members represent, involve, and serve the Association’s members and committees 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 but not limited to reports, articles, papers, briefs, fact sheets, checklists, or others (“Committee Content”). 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, as a Committee Member, you agree to the Committee Content Policy described herein.

## **General Information – Committee Members**

Committee Members 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 Members 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 more detailed information about time commitments for specific committees.

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

Before an individual accepts a position as a Committee Member, 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.

Committee Members are expected to attend all committee meetings. Most committees meet monthly via video or telephone 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, during the two-year committee term, Committee Members are expected to register for and attend the Annual Meeting and the Leadership Meeting and participate in their committee meetings during these events.

## **Responsibilities – Committee Members**

While participating on a committee, Committee Members 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 video or telephone 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;
- resign from the committee when no longer able to support the committee mission or devote the necessary time to be a productive committee member; and
- comply with the Committee Content Policy: To the extent that you, as a Committee Member produce Committee Content, you agree to grant to INTA an irrevocable, perpetual, worldwide, sublicenseable, transferable, royalty-free license to reproduce, distribute, publish, create derivative works of, publicly display and perform the Committee

Content in all media now known or later developed; grant INTA permission to give third parties the right to publish the Committee Content and agree you will not give third parties this right; represent and warrant that the Committee Content is original and has not been previously published; that the Committee Content does not infringe any copyright, trademark, or other intellectual property right or other right of any third party, does not contain any libelous or unlawful matter, and all statements asserted as facts are true to the best of your knowledge and belief; agree that, to the extent any third-party material is included in your Committee Content, you will notify INTA that you have obtained all necessary rights to include it; that all Committee Content properly acknowledges and provides accurate attribution for all source information or material; that the Committee Content was not created as a work-made-for-hire for your employer or any other third party; agree to hold harmless and indemnify INTA from any claims and costs that may arise from INTA's use of the Committee Content; and grant INTA the right to use your name, likeness, and biography in connection with the Committee Content and promotion of the Committee Content.