

## **Expectations**

### **INTA Subcommittee Chairs**

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

### **Nominees for Leadership Positions**

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

## **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 – Subcommittee Chairs**

Subcommittee Chairs are appointed for a two-year subcommittee term, although subcommittees may be sunset and/or restructured before that time if their missions have been accomplished. Subcommittees may also be formed, as necessary, throughout the two-year committee term. Subcommittee Chairs can be expected to allot approximately 2-5 hours per month for regular meetings, conference calls and related subcommittee activities.

Most subcommittees meet monthly via video or telephone conference call for at least an hour, but the frequency of the meetings is dictated by the subcommittee's projects throughout the year. In addition, during the two-year committee term, Subcommittee Chairs are expected to register for and attend the Annual Meeting and the Leadership Meeting and participate in their committee meetings during these events.

Subcommittee Chairs should expect to spend approximately 1-3 hours preparing for each subcommittee meeting, including time spent developing and reviewing the agenda and related materials distributed to each subcommittee member prior to the subcommittee meeting. Subcommittee 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.

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

Subcommittee 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.

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

### **Responsibilities – Subcommittee Chairs**

While participating as part of a subcommittee, Subcommittee Chairs must:

- believe in and actively support the mission of the Association;
- 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 subcommittee video or telephone conference calls and meetings at the Annual and Leadership Meetings;
- comply with applicable laws, regulations, bylaws, and policies;
- direct and oversee the subcommittee's activities;
- ensure timely communications within the subcommittee and among other committees, subcommittees, and staff;
- share insights to help the subcommittee make appropriate decisions and policy;
- with the staff liaison, develop the subcommittee'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 subcommittee work;
- resign from the subcommittee when no longer able to support the mission or devote the necessary time to be a productive subcommittee leader; 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, and/or otherwise monetize 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.