

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 valuable time- and cost-saving resources, their expertise and contributions enhance our work—benefitting industry stakeholders and society.

Committee Members focus on specific objectives within two umbrellas: advocacy and resources. 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
- 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;
- participate strictly on an individual basis—committee members may not delegate their participation to colleagues for any committee-related activities, including in-person meetings and conference calls;
- 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, 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.

Use of Generative Language and Machine Learning Systems – Committee Members

At INTA we know that technology, such as generative language and machine learning systems (“AI Systems”), can help its members to increase efficiency and improve their contributions to the work of the Committee. However, INTA recognizes the importance of employing AI Systems in an appropriate manner that prioritizes the protection of rights and interests of INTA, the Committee Members, and third parties. Therefore, INTA expects the Committee Members to apply the following principles for the responsible and ethical use of AI Systems in conjunction with INTA work:

- **Transparency:** Committee Members shall disclose the use of AI Systems in their INTA work, ensuring transparency in matters, documents, and communications related to INTA.
- **Accuracy:** Committee Members must review and verify the quality, accuracy, and completeness of any information generated by AI Systems.
- **Confidentiality:** Committee Members shall not input into AI systems confidential information or any data that could represent a risk or damage to INTA or other Members. When in doubt, the information should be treated as confidential.
- **Purpose:** Committee Members shall not use AI Systems for any purpose that is illegal, unethical, harmful, offensive, or to distribute any content that is abusive, hateful, discriminatory, defamatory, or exploitative.
- **AI-enabled add-ons:** The use of AI-enabled add-ons or plug-ins integrated into other platforms is prohibited unless such tools provide clear visibility of their activation and usage, so that INTA Members can opt out if they prefer to avoid their use.

- **Intellectual Property Rights:** Committee Members shall review the terms of use for any third-party content to ensure they have permission to input content into AI Systems. Before using any AI-generated output, they must take reasonable steps to verify it does not infringe intellectual property rights.
- **Data Privacy and Security:** Committee Members shall adhere to INTA's data privacy policy and avoid entering third-party personal data into AI Systems without prior explicit consent.
- **Use of INTA's Documents:** Committee Members must not upload, input, or otherwise submit to any AI system, tool, or platform any documents or information related to INTA—including but not limited to materials provided by INTA, internal communications, or content developed in connection with their work for INTA—unless the AI system is closed (i.e., not publicly accessible), does not store the information, and does not use the input to train or improve the AI model. In such cases, Committee Members must ensure that the system's terms of use and technical specifications confirm these safeguards before proceeding.
- **Accountability:** Committee Members are encouraged to use AI systems responsibly, as they are accountable for their application. INTA is not responsible for any unintended outcomes resulting from their use.

As AI systems evolve rapidly, these principles may be updated, so members are encouraged to review them periodically.