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**InterNational Committee for Information Technology Standards (INCITS)**

Secretariat: Information Technology Industry Council (ITI)

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**eb-2019-00027**

Document Date: January 24, 2019

To: INCITS Executive Board Members, FBC Members

Reply To: [Jennifer Garner](#)

**Subject: Final Follow-Up to INCITS LB6349 - Appointment of Ms. Karen Higginbottom as Chairman of the INCITS Finance Board Committee (FBC) - Training Due April 24, 2019**

**Due Date: April 24, 2019**

Action: As required by INCITS procedures, a new officer that has not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment - not later than the date indicated above.

INCITS LB6349 - Appointment of Chairman of the INCITS Finance Board Committee (FBC) closed on January 23, 2019. Ms. Karen Higginbottom received the required level of support (majority) to secure appointment for her first term as Chairman of the INCITS Finance Board Committee (FBC). Ms. Higginbottom's first term begins March 1, 2019, upon expiration of Mr. Jeran's current term, and will expire in March 2022.

As required by INCITS procedures, a new officer that has not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment. As Ms. Higginbottom is starting her first term as Chair of the INCITS FBC, she must receive INCITS Officer Training not later than April 24, 2019.