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InterNational Committee for Information Technology Standards (INCITS)

Secretariat: Information Technology Industry Council (ITI)

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To: INCITS Executive Board Members, INCITS/GIT1 Members

Reply To: [Jennifer Garner](#)

Subject: Final Follow-Up to INCITS LB6739 - Appointment of Ms. Lynn Penn as Chairman of INCITS/GIT1, Governance of IT - Training Due December 6, 2019

Due Date: December 6, 2019

Action: As required by INCITS procedures, for 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 LB6739 - Appointment of Chairman of INCITS/GIT1, *Governance of IT* closed on September 5, 2019. Ms. Lynn Penn received the required level of support (majority) to secure appointment for her first term as Chairman of INCITS/GIT1, *Governance of IT*. Ms. Penn's first term begins November 1, 2019 upon the expiration of Dr. Suzanne Van Hove's current term and will expire in November 2022.

As required by INCITS procedures, for 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. Penn is starting her first term as INCITS/GIT1, *Governance of IT* Chairman and has not received INCITS Officer Training, She must receive INCITS Officer Training not later than December 6, 2019.