
eb-2020-00036

Document Date: January 23, 2020

To: INCITS/Trustworthiness
INCITS Executive Board

Reply To: [Jennifer Garner](#)

Subject: **CALL FOR VOLUNTEERS - Chairman - INCITS/Trustworthiness - Closes March 28, 2020**

Due Date: March 28, 2020

Action: The new Technical Committee, INCITS/Trustworthiness will hold its first meeting on February 27, 2020. This call for volunteers will close 30 days after the first meeting.

The required documentation from candidates wishing to serve as Chairman of this committee should be sent to the attention of Jennifer Garner (jgarner@itic.org) no later than **the due date noted above**.

This call for volunteers is being issued to the members of the committee. Any principal or alternate representative of a voting member of the INCITS Subgroup is eligible to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants assists in reaching consensus and protects the accreditation of the entire system. [There is no limit to the number of terms an individual may serve. There is a rule prohibiting one individual from being elected to two or more offices of the same committee simultaneously.]

The [INCITS Organization, Policies and Procedures](#), generally describes officers' responsibilities, and a more detailed list of duties has been compiled in the [INCITS Officers' Guide](#).

Those willing to make this commitment must submit four written statements in support of their candidacy:

1. A one-page statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience and leadership abilities.
2. A statement of management support for a three-year term on company letterhead acknowledging the additional workload, financial resources and duties required of an officer over and above that of a technical participant. This statement must be signed by the candidate's management and submitted on their organization's letterhead.

The statement of management support for the three-year term is a good faith commitment, not a legal binding commitment. If future circumstances require the applicant to resign from the office before the term has been fulfilled, this will be accepted without prejudice.

3. A statement acknowledging that as stated in the INCITS Procedures, Section 5.3.1, the Chairman shall prepare and submit the TC Annual Report as directed. The Chairman or other designated officers of TCs (and SGs reporting to the Executive Board) shall also attend in person the meeting at which the annual report is presented and reviewed (usually in the April timeframe). This requirement does not apply to Task Group (TG) Chairmen.

4. A statement indicating whether or not the candidate is a representative of a US National Interested Party. Elected officers of IOEs with US TAG responsibilities shall be representatives of a US National Interested Party. A US National Interested Party is one of the following entities directly and materially affected by the relevant standards activity:
- an individual representing a corporation or an organization domiciled in the US (including US branch offices of foreign companies authorized to do business in one or more states as defined by the relevant US State's Corporation law);
 - an individual representing a US federal, state or local government entity; or
 - a US citizen or permanent resident.