

INCITS
InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
1101 K NW, Suite 610, Washington, DC 20005

Date: February 1, 2013
Due Date: March 3, 2013
Reply to: Jennifer T. Garner
Phone: 202-626-5737
Email: jgarner@itic.org
cc: Andrew Rist, outgoing INCITS/V1 International Representative
Jim Thatcher, INCITS/V1 Chairman

To:	INCITS/V1, Text Processing: Office and Publishing
Subject:	CALL FOR VOLUNTEERS - International Representative - INCITS/V1, Text Processing: Office and Publishing
From:	Jennifer Garner, INCITS Secretariat

Due to the resignation of Mr. Andrew Rist, the office of INCITS/V1 International Representative is vacant. This call for volunteers to serve as International Representative of the INCITS/V1, Text Processing: Office and Publishing, is being issued to the members of the committee and will close on **March 3, 2013**.

Any principal or alternate representative of a voting member of the INCITS Subgroup is welcome to volunteer 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/RD-2](#), *Organization and Procedures of INCITS*, generally describes officers' responsibilities, and a more detailed list of duties has been compiled in the [INCITS/RD-3](#), *Officers' Guide*.

Those willing to make this commitment must submit three 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 indicating that the candidate is a representative of a US domiciled organization, as elected officers of IOEs with US TAG responsibilities shall be representatives of US domiciled organizations.

The statements from candidates wishing to serve in the above referenced position on the INCITS Subgroup should be sent to the attention of Jennifer Garner (jgarner@itic.org) no later than **March 3, 2012**.