

IIAC COMMITTEE CHARTER

PURPOSE AND MANDATE

Committees at the IIAC are created with purpose and focus with regard to the specific area of purview. Accordingly, the Mandate of all IIAC Committees is to:

- Identify, advise and advocate for legislative, regulatory and policy issues
- Share best practices
- Develop resource and educational tools for the benefit and advancement of the IIAC Membership and the broader industry.

MEETING PROCEDURES

Committees shall meet at a frequency determined by the Committee Chair and IIAC Staff Liaison.

Minutes shall be taken by IIAC Staff and will be circulated no more than two weeks after the meeting.

Minutes shall include any follow-up items for address at subsequent meetings.

COMMITTEE WORKPLAN AND DELIVERABLES

All IIAC Committees shall develop a Workplan and decide upon appropriate actions to be taken and deliverables to be produced. This may include, but shall not be limited to: lobbying in the form of submissions or meetings, issuance of industry guidance, publication of articles, etc. Each Committee Workplan and Deliverables shall be reviewed at least once per year.

COMMITTEE MEMBERSHIP

IIAC Members shall apply for a two-year term on any Committee and will be selected as either a 'Member' or a 'Member at Large'.

- **Members** – Committee Members plan for, design and create the Workplan and are responsible for Deliverables. They comprise no more than 15 firms, with one participant from each firm, representing both IIAC Members and Affiliates that are a cross-section of the impacted industry participants of the issue being addressed.
- **Members At Large** – Members at Large are Committee participants. Members at Large may represent any category of IIAC Membership. There is no limit on the number of Members at Large of any Committee, and there are no attendance or participation requirements for Members at Large.

ATTENDANCE & QUORUM

Members are expected to attend all meetings. Members may put forth a delegate of equal profile and stature at their firm. Any decisions contemplated by delegates are binding to the Member/Firm.

Each IIAC Committee must have 75% attendance of Members to proceed with meetings.