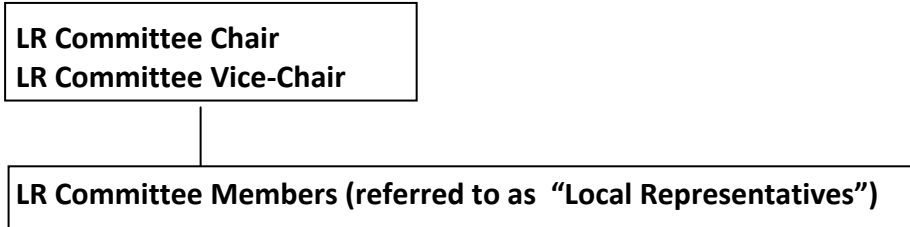




**Policy of
ITechLaw Local Representatives Committee**

The structure of the Local Representatives (LR) Committee is as follows:



1. Mandate

The mandate of the LR Committee is to increase and maintain ITeCHLAW membership in their territory. All proposed activities of the LR Committee and its members should be directly related to the achievement of that objective. If they are not, the LR Committee, respectively its members, shall not undertake such activities.

2. Appointment and term of the LR Committee Chair, LR Committee Vice-Chair and Local Representatives

The **LR Committee Chair** and **Vice-Chair** shall be appointed by the Executive Committee for a 1 year term, starting at the beginning of each fiscal year (July 1st). In the 4th quarter of the 1st year term, the Chair and Vice-Chair of the LR Committee will undergo a review by the Executive Committee and may be invited to serve as Chair and Vice-Chair for a maximum of one (1) additional 1 year term. At the conclusion of the Chair's term, the Vice-Chair shall become the LR Committee Chair, if invited to serve.

The same policy applies for the **Local Representatives**. Each Local Representative shall be appointed by the LR Committee Chair and Vice-Chair for a 1 year term, starting at the beginning of each fiscal year (July 1st). In the 4th quarter of the 1st year term, the Local Representatives will undergo a review by the Chair and Vice-Chair and may be invited to serve as a Local Representative for a maximum of one (1) additional 1 year term. An exception may be made to the maximum term of 2 years for certain countries where the Chair or Vice-Chair has excelled in the position and/or there is not a sufficient ITeCHLAW member base to serve as a Local Representative.

A Local Representative position is open for all ITeCHLAW members fulfilling the duties under para. 3 below and calls for nominations will be announced to all the members on a regular basis.



3. Eligibility

The LR Committee Chair, LR Committee Vice-Chair and Local Representatives must be a current member of ITeCHLAW. For the avoidance of doubt, the appointment is related to the individual member of ITeCHLAW, but not to her/his law firm or company or organization. These appointments cannot be transferred from one firm member to another without prior approval of the Executive Committee.

Chair and Vice-Chair:

The Chair of the LR Committee shall have involvement in ITeCHLAW's membership activities, preferably with past experience within the Membership Committee or within another function or project resulting in membership retention or recruitment. The same applies, but to a lesser extent, to the Vice-Chair as he/she will be gaining additional experience while serving as Vice-Chair.

The Chair and Vice-Chair must accept the duties in para. 4 below prior to his/her appointment and during his/her term(s).

The current Chair of the LR Committee will also be, on an *ex officio* basis as a member of the Membership Committee, the LR Committee liaison within the Membership Committee and responsible with such committee for the oversight and reporting on LR activities.

Local Representatives:

A Local Representative must accept the duties in para. 5 below prior to his/her appointment and during his/her term(s).

4. Duties of LR Committee Chair and Vice-Chair

The duties of the LR Committee Chair and Vice-Chair are as follows:

- To liaise with the Membership Committee on a regular (monthly) basis and coordinate implementation of Membership Committee policy and directives at the LR Committee level.
- To set yearly goals for the Local Representatives, identifying both the types of activity (local roundtable events, "brown bag" lunches, etc) and the amount of activity (minimum number of events, or people and firms contacted).
- To ask for a short monthly report from each Local Representative regarding the fulfilment of the above mentioned goals.
- To report quarterly on the Local Representatives activities to the Executive Committee in a standardized format.
- To assist with, or execute, the requests of the Executive Committee, or the management company designated by the Executive Committee, relying on the assistance of the national Local Representatives, as necessary. Such activities may include, but not be limited to: (a) update, when necessary, ITeCHLAW's local membership database by checking the local



sources/directories; (b) contacting local members for ITeCHLaw's yearly membership and renewal program; and (c) assisting with the placement of ITeCHLaw promotional materials in local bar/lawyer's associations mailings and/or news. For all such activities, the Chair and Vice-Chair shall act as single point of contact and will forward these requests to the Local Representatives.

- To report on a quarterly basis in the eNews about the committee activities (this task cannot be delegated to a Local Representative).
- To update the committee page on ITeCHLaw Connect on a monthly basis (this task cannot be delegated to a Local Representative).
- To attend at least 2 ITeCHLaw conferences per year.
- On a periodic basis, provide the Membership Committee with recommendations, including without limitation in the form of an annual report, on ways to increase ITeCHLaw membership.

5. **Duties of Committee Members (Local Representatives)**

The duties of the Local Representatives are as follows:

- To recruit new members or former members whose membership has lapsed.
- To assist with the retention of existing members.
- To heighten the visibility and reputation of ITeCHLaw among the local bar by engaging in activities appropriate for the LR's jurisdiction, as approved by the LR Committee Chair and Vice-Chair.
- To fulfil the goals set by the LR Committee Chair and Vice-Chair, including but not limited to organizing at least one local roundtable event per year for the local members and prospective members, upon approval by LR Committee Chair and Vice-Chair.
- To send a monthly report of activities undertaken to increase and/or retain membership to the LR Committee Chair and Vice-Chair.
- To be knowledgeable of the activities engaged in by ITeCHLaw, including the various committees offered by ITeCHLaw, its various publications and conferences and other events and the activities engaged in by the Substantive Law Committee. It is important that Local Representatives be knowledgeable in these areas to inform members and prospective members about ITeCHLaw and direct them to particular activities that may be of interest.
- To attend at least 2 ITeCHLaw conferences per year.
- Make recommendations to the LR Committee Chair and Vice Chair on ways to increase ITeCHLaw membership in their jurisdiction.

April 7, 2010

Ursula Widmer, President
Sandra Jeskie, Vice President
Alex Blumrosen, Treasurer
John Beardwood, Secretary
Kiran Sandford, Assistant Secretary