Co-Chair Roles and Responsibilities

General / Administrative

- Mission - Define the group mission and amend as necessary. Develop and publish yearly goals and objectives.
- Follow-up - Assign primary and back-up individuals, both among the Co-Chairs and the Working Group members, who are responsible for fulfilling each action.
  - Distribute documentation to other Co-Chairs in a timely manner.
  - Ensure that all actions are assigned, prioritized and completed.
- Agendas - Ensure agendas are published for all meetings and conference calls. (Recommendation: For conferences, agendas must be submitted prior to the set deadline. For conference calls they should be submitted at least one day in advance.)
  - Use the standard ISITC agenda format.
  - Topic length should be limited to that which can be completed within the meeting time frame.
  - Include:
    - New items submitted by working group members
    - Unresolved items from prior meetings
    - Cross-over items from other Working Groups
- Minutes - Assign a Co-Chair or Working Group member to scribe minutes for each conference call and in-person meetings using the ISITC Minutes Template.
  - Ensure that minutes are posted within an agreed upon timeframe. (Recommendation: 2 weeks after the conference and 1 week after any conference call.)
- Website - Ensure the ISITC Website reflects the most up-to-date information pertaining to your Working Group including;
  - Mission, goals & objectives
  - Conference call and meeting schedules
  - Agendas and minutes including issues log, market practice documents, etc.
- Issues Log - Create and maintain an 'issues log' to track all action items.
- Escalation of issues - Escalate issues to the Executive Sponsor as necessary.
- Co-Chair positions can be held by any member firm or individual that is in good standing.
- If a Co-Chair leaves their organization they are allowed 180 days to maintain their position as co-chair before they need to join another member firm or apply for individual membership. The Executive Sponsor(s) may request the individual to step down if the firm representation across the Co-Chairs is not balanced as noted in the nomination process.
- Manage the discussions within their working group or forum meetings. Discussions relating to price or comparing services in ways that make one vendor seem better than other(s) should not be allowed in the group setting. ISITC must maintain neutrality to avoid the perception of favoring one service

over another. It has been recommended by ISITC's legal representation to maintain open door meetings across constituencies to aid in managing perception of collusion in alignment with our antitrust guidelines. ISITC should allow equal opportunity across the membership.

Conferences

- Facilitate Working Group sessions at conferences..
- Prior to meeting, prepare and publish a formal agenda.
- Ensure that the agenda is being followed throughout the meeting. Ensure all attendees are given the opportunity to participate.
- Maintain meeting order. Table issues for future research and discussion as necessary.
- Acknowledge, address and document issues raised.
- Ensure that action items are assigned to Working Group members for completion.

Conference Calls

- Set and publish a formal conference call schedule.
- Ensure that a conference call agenda is distributed prior to call.

Marketing/PR

- Speaking engagements at conferences to actively market ISITC. Co-Chairs must notify Executive Sponsor of speaking engagements to get approval to represent ISITC.

Market Practice Working Groups

- Adhere to ISITC US Market Practice Policies and Procedures – *Refer to ISITC Policies and Procedures document.*
- Create US Market Practice documents. Share updated version with the Working Group.
    - Update annually to include amendments to US Market Practice Include version control with updates.
- Participate in Securities Market Practice Group (www.smpg.info) meetings in person or via conference call. (Attendance will be limited to one Co-Chair per conference unless approval is received from SMPG.)
    - Work with SMPG to create unified global market practices by including US comment in all documentation.
    - Review and respond to open SMPG items.
    - Represent the interest of ISITC's Forums and Working Groups as the US market practice representative.