



Committee Participation Policy / Agreement

Thank you for volunteering your time and expertise to serve an IIUSA Committee. It is through the important efforts of our Committees that much of IIUSA policy development takes place. Prior to beginning to serve, please take the time to review the policies below. If you agree to adhere to the policies listed, you should sign and return a copy for our records.

The policies listed below constitute the general principles, obligations, and expectations that govern the work of all IIUSA committees. By volunteering for a committee, you are agreeing to abide by the principles listed below. IIUSA staff will provide as much support as possible to assist committees in achieving its goals, but the primary responsibility remains with each committee and its members. Failure to adhere to these policies may result in the dismissal from the committee, at the discretion of the committee Chair and Board of Directors. All committee members agree to:

1. **Separate IIUSA work and financial interest:** Committee members have a responsibility to refrain from using any committee information for their individual financial benefit, or the benefit of a client, prior to the information having been distributed to the membership by virtue of it being posted to the IIUSA members' section of www.iiusa.org.
2. **No Unauthorized Self Promotion:** Committee members will not make any press release, public statement and/or announcement regarding their appointment to the committee, unless the committee member received prior written approval from the Office of the President. IIUSA will issue an annual press release listing committee assignments which may be referenced by committee members to advise others of their current committee assignment at IIUSA.
 - a. **Permitted:** "Chair, IIUSA Legislative Committee" or "Member, IIUSA Best Practices Committee" or "John Doe currently serves on the IIUSA Membership Committee" for professional biography/curriculum vitae. Link to IIUSA's annual press release on committee assignments from online bio.
 - b. **Not-permitted:** Written or oral representations outside IIUSA that a committee member's assignment permits speaking for the entire committee and/or Association without express written authorization from the Office of the President (i.e. business cards and/or marketing materials).
3. **Respect IIUSA ownership:** Committee members agree that all committee work products are owned by IIUSA.
4. **Advocate for the Program:** Committee members agree that, in the context of Committee participation, they will take positions that they believe in the best interests of the EB-5 Regional Center Program as a whole.
5. **Be available:** Committee members agree to participate in meetings and teleconferences to the best of their ability, and to be available by email and phone for planning purposes.
6. **Planning and preparation:** Committee members agree to participate, to the best of their ability, in the creation of a strategic plan bi-annually. Plans must be submitted to the Board of Directors each year, due 30 after the annual meeting with interim reporting throughout the year.
7. **Reporting:** Committee members agree to be prepared to report on their activities to the entire membership, or Board of Directors, at any time.
8. **Be punctual:** Committee members agree to prepare necessary written materials in a timely fashion.

Please contact Peter D. Joseph, IIUSA Executive Director with any questions/comments (peter.joseph@iiusa.org). Thank you for volunteering your time for the betterment of the EB-5 Regional Center industry.