



# Nominations Guidelines for IPIC Chairs and Vice-Chairs

## IPIC'S COMMITTEES

With the help of its 23 Committees divided into various areas of expertise, IPIC engages with government, elected officials, courts and global IP groups, advocates for the interests of the Canadian IP Profession, develops and delivers high quality training programs and webinars, promotes awareness of the value of IP and publishes quality publications while providing unmatched services to its members.

## EQUITY, DIVERSITY & INCLUSION

IPIC's Committees are its lifeblood with membership being exclusive to IPIC members. IPIC strives to reflect Equity, Diversity and Inclusion in its selection of Chairs and Vice-Chairs which reflect both the diversity of the IP profession and the Canadian population. Factors that are considered include: expertise, gender, race, ethnicity, geography, practice, size of firm.

## ROLES OF A COMMITTEE CHAIR AND VICE-CHAIR

Effective planning is the primary goal of Committee Chairs and Vice-Chairs. The IPIC Board will provide the Committee with a mandate and specific duties, the Committee Chair must keep the Institute's purpose, mission and strategic direction in mind as the Committee pursues its course.

The Committee Chair must carefully plan an agenda and send it out to the Committee members in sufficient time for Committee members to attend the meeting and to participate thoughtfully. Careful preparation on the Committee Chair's part will streamline the Committee's work.

## GUIDELINES FOR SELECTION OF COMMITTEE CHAIRS AND VICE-CHAIRS

Committee Chairs and Vice-Chairs will comprise a broad, experienced, competent and inclusive representation of the membership of the Institute and provide able leadership to the Committee.



Due consideration is given to the following guidelines when nominating persons for the role of Chair or Vice-Chair:

1. only persons of demonstrated competence shall be considered;
2. consideration shall be given to past involvement in the affairs of the Institute;
3. consideration shall be given to:
  - a. lawyers and non-lawyers;
  - b. patent and trademark agents;
  - c. representatives from industry, private practice, and different sizes of firms;
  - d. geographic location; and
  - e. promoting equity, diversity and inclusion.