

## **Protocol for the Young Members Advisory Committee**

### **Rationale**

AIPPI is a members-run organization and new members are required to ensure continued longevity. Making AIPPI attractive to young IP professionals is therefore a sensible approach to securing the future of the association.

The YAC may be dissolved at any time by the Bureau. The Terms of Reference for the YAC set the scope of work for the YAC. The Terms of Reference are set by the Bureau.

### **Terms of Reference**

Scope of Work: The YAC represents the interests of all Young Members within AIPPI irrespective of National or Regional Group. A Young Member is defined as an AIPPI member under 36 years of age. The Committee monitors, comments upon and advises the Bureau, in respect of priority issues for Young Members. Furthermore, the YAC will propose and implement approved initiatives to make AIPPI more attractive to current and potential Young Members.

The roles of the YAC include the following:

- A. To define issues and identify potential topics that are of interest to Young Members;
- B. To make recommendations to the Bureau regarding the Young Members Forum at the AIPPI World Congresses;
- C. To make recommendations to the Bureau regarding ways to engage Young Members outside of the Congresses;
- D. To assist AIPPI in building its services for current and potential Young Members;
- E. To enhance interaction and cooperation between Young Members and other AIPPI members and National and Regional Groups (NRGs); and
- F. Use various (social media) channels in coordination with the AIPPI Communications Manager to publicize the work of the YAC and other AIPPI activities/attractions for Young Members.

### Appointment of members

The Bureau appoints all members of the YAC, including any member as Chair, Vice Chairs and Secretary of the YAC. A member of the Bureau assigned to this committee serves as Bureau ex-officio member of the YAC.

Only AIPPI members may be members of the YAC and preferably meet the definition of an AIPPI Young Member at the time of their appointment. They must be able to commit to being an active member of the YAC. The composition of the YAC will be

diverse in terms of gender, geography and industry. Also, in the interests of diversity, it may not be appropriate for the YAC to include more than one member from the same NRG, company or employer. Each NRG and each group of Independent Members may have a maximum of two members serving on the YAC. Together, these criteria for appointment on the YAC are referred to as commitment & diversity criteria.

There is one effective appointment date for all new members for each calendar year. A person appointed to the YAC after a Congress, but in the same year as that Congress, is deemed to have been appointed effective 1 January of the following year. A person appointed in the year of but prior to the annual Congress is deemed to have been appointed effective 1 January of the year of that Congress.

The appointment of any member of the YAC, is for a term of two (2) years from their effective appointment date, after which the member is automatically released from service. A member may be re-nominated by the Bureau, taking into consideration the member's length of service on the YAC, the member's contribution to the work of the YAC and succession planning and opportunities creation for the broader members of AIPPI to serve on the YAC. A YAC member, who no longer meets the eligibility criteria of being a Young Member at the end of their term, can be reappointed to the YAC but may serve for one additional two (2) year term only

Notwithstanding the above, the Bureau may at any time:

- (a) remove a member of the YAC (including a member holding a YAC Leadership position) at any time, the member no longer being a member of the YAC once removed, based on any of the following factors:
  - (i) the commitment & diversity criteria;
  - (ii) inactivity or inability to fulfil relevant responsibilities as set out in this protocol;
  - (iii) any appearance of or actual conflict of interest;
  - (iv) illness;
  - (v) change in professional position;
  - (vi) other roles within AIPPI; or
- (b) ask any member in a Leadership position to step down from that position based on the factors referred to in (a) above, the member in the Leadership position no longer being a member of the YAC after having stepped down.

Any member of the YAC may resign at any time for any reason by giving notice to the Bureau ex-officio member.

### Leadership

The Chair must involve all other members of the YAC in the work of the committee, including by maintaining regular contact with members, and convening such meetings (via video or telephone call) as are necessary or desirable to fulfil the Terms of Reference and the role and responsibilities set out in this protocol. As a minimum, the YAC should meet (whether in person or via video or telephone call) four times per year.

The Chair must, following a request by the Bureau, submit a report describing the YAC's activities since the previous report, and the proposed work plan for the following year (Annual Report). The Chair must provide the Bureau with an action plan for the YAC setting out how the YAC plans to achieve the objectives set out in the roles of the YAC in the Terms of Reference.

Vice-Chair(s) are deputies to the Chair and together must support the Chair in their collective leadership roles and responsibilities. This includes: (a) substituting for the Chair (e.g. presenting on behalf of the YAC); and (b) arranging and/or taking the minutes of any meeting of the YAC.