

Roles & Responsibilities

Primary Steering Representative

- Encourage firm's active participation within ISITC working groups and projects that your firm considers important.
- Vote on behalf of your member firm on issues submitted by the Board of Directors, such as Board ballots, and association matters.
- Renewal of your firm's membership on a calendar year basis.
- Maintenance of your firm's membership list via the website and through PMA updates.
- Respond to requests to update your firm's membership list with ISITC.
- Approve access when a new individual applies for membership under your firm's name via the website.
- Provides the firm's one (1) vote in all Board ballots and other ISITC voting

Secondary Steering Representative

- Takes over roles and responsibilities of the Primary Steering Representative if the Primary Steering Representative, permanently or temporarily, can no longer fulfill the assigned obligations or resigns from the position.
- It will be the responsibility of the Secondary Steering Representative to facilitate the process of selecting the firm's new Primary Steering Representative if the Secondary Steering Representative does not want to fill the open position.