

## **Lifetime AICPA Volunteer Service Policy and Copyright and Confidentiality Agreement**

### **To Volunteer Committee Members or Non-Members**

Membership on a volunteer group in a member organization with more than 330,000 members such as ours provides an opportunity for you to network with your peers and serve your profession by working on various interesting and worthwhile assignments.

Your acceptance and ultimate participation on a volunteer group entails a responsibility to assist in achieving the objectives of the volunteer group through preparation for, and attendance at, its meetings and participating in its deliberations. All Volunteer Group members will be evaluated by the Chair of the group during the year regarding their attendance and participation at meetings.

We know that you have many demands on your volunteer time. We appreciate your willingness to use a part of that time to serve our profession. We hope you benefit as much by your volunteer service as the AICPA benefits from having members willing to volunteer.

All volunteers on any type of Volunteer Group (includes Committees, Subcommittees, Boards, Panels, Centers, and Task Forces) are required to review the Volunteer Service Policy and provide their signature to this "Lifetime AICPA Volunteer Service Policy and Copyright and Confidentiality Agreement" (the "Service Policy Agreement"). Your signature on the Service Policy Agreement indicates your agreement to abide by the Volunteer Service Policy (provided below) and the assignment of rights to copyright.

Any questions regarding the Service Policy Agreement should be directed to David Ray at 212-596-6030, Andrea Singletary at 212-596-6097 or via email at [VolunteerServices@aicpa.org](mailto:VolunteerServices@aicpa.org).

### **Volunteer Service Policy**

#### **Confidentiality**

During the course of service as a member of a Volunteer Group, the member may have access to, or receive, information which is proprietary or confidential. Such information includes, but is not limited to; trade secrets, customer, employee or AICPA member data, information related to the operations or plans of the Institute or of firms, companies or individuals or which is otherwise personal, private or of a sensitive nature. Volunteer Group members must consider all information received or discussed during their service as confidential, and members may not use or disclose any such information without express permission from the Office of the Institute's President or its General Counsel or as permitted elsewhere in this Service Policy Agreement.

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### Communications

During recent years the activities of the Institute have increased rapidly in scope and variety. Most of these activities are conducted by or under the supervision of Volunteer Groups. To avoid over-lapping or duplication of effort and to maintain consistency in general policies, it is essential for all activities to be coordinated as effectively as possible.

It is also important that statements to the press or communications with outside groups, which may result in published statements attributed to the Institute, be screened for conformity with policies laid down by the Board of Directors. The Chair of the Board, the President and designated members of senior management have been delegated the responsibility for this function. All press releases and similar communications with reporters and financial writers on behalf of the Institute should be channeled through or cleared with the Office of the President of the Institute. The Washington Office should receive advance information about statements to be made to any branch of the Federal Government.

The following senior Volunteer Groups are authorized to make public statements without clearance from Council or the Board of Directors, on matters related to their area of practice:

- Accounting and Review Services Committee
- Accounting Standards Executive Committee
- AICPA Peer Review Board
- Assurance Services Executive Committee
- Auditing Standards Board
- Center for Audit Quality Governing Board
- Management Consulting Services Executive Committee
- Forensic and Valuation Services Executive Committee
- Private Companies Practice Section Executive Committee
- Personal Financial Planning Executive Committee
- Professional Ethics Executive Committee
- Professional Practice Executive Committee
- Tax Executive Committee

All statements concerning policy or technical matters issued on the authority of such Volunteer Groups should be clearly identified as such.

Pronouncements and outside communications of all other Volunteer Groups must be cleared by the Board of Directors prior to issuance.

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### Actions Which May Discredit the AICPA

Volunteer members should not engage in, promote, or participate in any activities which would reasonably be anticipated to discredit or result in damage to the AICPA's reputation or otherwise discredit the core standards and principles it or the CPA Profession represents.

### Meetings

Care should be exercised in the decision to call a meeting and the selection of meeting sites to ensure effective meetings consistent with reasonable costs to the Institute and to the firms and other organizations of Volunteer Group members. Regarding meeting sites, meetings should be scheduled in locations that are easily accessible, are conducive to serious volunteer efforts, require a minimum of travel of Volunteer Group members and staff, and require the least expenditure of non-chargeable time compatible with Volunteer Group requirements. Considerations should be given to use of conference calls and use of computer technology which is available, such as teleconferencing in lieu of a meeting, whenever possible.

The purpose of a Volunteer Group meeting is to obtain the input of members and decisions on volunteer matters and where appropriate, produce material for use by the Volunteer Group and others. For effective Volunteer Group deliberations, and in fairness to other volunteer members, each member should spend whatever time is necessary to prepare for the meetings and then actively participate.

### Ownership/Assignment of Copyright

From time to time, Volunteer Group members may be tasked with preparing various documents, guides, plans, standards and other material for use by the Volunteer Group and/or others outside of the group. (All such material is herein referred to as the "Work").

The Work and all updates and/or revisions thereof shall be considered as work made for hire for all purposes of the copyright Law. Accordingly, all of the rights comprised in the Work and the updates thereof shall vest in the AICPA, its successor and assigns, as the sole and absolute owner thereof. In the event it is determined that the Work is not considered as a work made for hire, the Volunteer Group member hereby assigns to the AICPA all of Volunteer Group member's rights, title and interest, including all rights of copyright in the Work to the AICPA. The AICPA shall have the sole right and power to apply for any and all copyrights in its name, in order that all copyrights so obtained shall vest in the AICPA, including the copyrights for any renewed or extended terms now or hereafter authorized by law. Whenever requested by the AICPA, the Volunteer Group member shall perform such acts and sign all documents and certificates which the AICPA may reasonably request in order to fully carry out the intent and purposes of this Paragraph.

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### Verification and Agreement

As a requirement of membership in an AICPA Volunteer Group (including without limitation, Committees, Subcommittees, Task Forces, Boards, Commissions, Panels, Expert Panels, Centers and Technical Resource Panels), I the undersigned hereby verify and state that I have read the above Service Policy Agreement, and I fully understand its terms. By affixing my signature below, I hereby agree to be bound by all of its terms and conditions including, without limitation, the sections dealing with Confidentiality and Ownership/Assignment of Copyright.

**Please fax this signed document to the AICPA Volunteer Services Team at 212-596-6104 with the required information requested below.**

Name (please print) First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

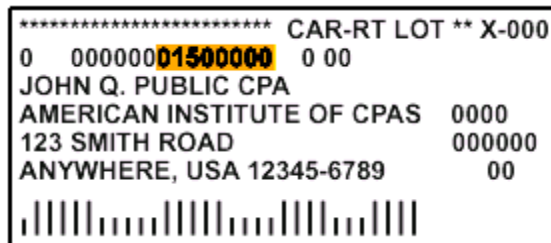
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Number (*mandatory*): \_\_\_\_\_ *Member Number Lookup See Below*

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#### How do I find my AICPA Member Number?

You can easily find your AICPA Member Number by looking at a recent issue of your Journal of Accountancy or The CPA Letter. Simply look at the mailing label on either publication – the last 8 digits in the first line on the label (right above your name) represents your membership number. Your membership number is also listed at the top of your dues bill.



Non-Members – Please contact us for assignment of a Customer Number, taking the place of a Member Number.

\* This agreement will remain on file for a lifetime of AICPA volunteer service

**Any questions or assistance needed, please contact David Ray at 212-596-6030, or Andrea Singletary at 212-596-6097 or via email at [VolunteerServices@aicpa.org](mailto:VolunteerServices@aicpa.org)**