

**ASSOCIATION OF CORPORATE COUNSEL**  
**INFORMATION TECHNOLOGY, PRIVACY, AND eCOMMERCE COMMITTEE**  
**MISSION STATEMENT and CHARTER**

**Mission Statement**

The mission of the Information Technology, Privacy, and eCommerce Committee (“the Committee”) is to be the preeminent center of legal expertise, providing timely, practical, and best-in-practice advice for in-house counsel in all areas of information technology, privacy, and eCommerce at the global level.

**Committee Charter**

I. Membership

Membership in the Committee is open to all members of the ACC. Members of the Committee are encouraged to join and actively participate in at least one Subcommittee.

II. Committee Structure

The Committee consists of the Executive Committee, the Leadership Committee, several Subcommittees, and the general membership.

A. The Executive Committee

The Executive Committee consists of the Chair, the Vice Chair, and the Secretary. The role of the Executive Committee is to provide leadership and a unified direction for the Committee, its leadership, and the various Subcommittees. The Executive Committee meets at least monthly.

B. The Leadership Committee

The Leadership Committee consists of the Subcommittee Chairs, the Chair, the Vice Chair, and the Secretary of the Committee. The role of the Leadership Committee is to coordinate the efforts and activities of the Subcommittees, provide a central organizational and administrative function, and establish a common vision for the Committee. The Leadership Committee will meet monthly. Leadership can create and remove Subcommittees based on need to ensure the ability of the Committee to fulfill its responsibilities to its members.

C. The Subcommittees

1. Programs Subcommittee

The Programs Subcommittee is responsible for coordinating programs (excluding the Annual Meeting programs) sponsored by the Committee. The majority of the programs will occur at ACC sponsored

events. However, the Subcommittee may also help coordinate programs at a specific event at the Chapter or company level.

## 2. Annual Meeting Subcommittee

The Annual Meeting Subcommittee is responsible for coordinating all Committee activity with respect to the ACC Annual Meeting, including all submission of programming and session requests and recommendations.

## 3. Advocacy Subcommittee

The Advocacy Subcommittee monitors pending legislation; determining areas of interest/concern to the Committee, and promoting and assisting ACC in working with various groups to influence pending legislation and regulations.

## 4. Membership Subcommittee

The Membership Subcommittee is responsible for soliciting and maintaining the membership of the Committee, and communicating with the membership. The Subcommittee works closely with the Programs Subcommittee and the Publications Subcommittee, and the ACC staff to coordinate communications to the Committee and ACC membership.

## 5. eCommerce Subcommittee

The eCommerce Subcommittee focuses on identifying and preparing materials and programs addressing all issues related to eCommerce such as electronic/digital signatures, electronic contracting, Internet taxation, intellectual property, consumer protection, encryption, privacy, broadband and wireless access, and mobile apps.

## 6. Cloud and Software-as-a-Service Subcommittee

This Subcommittee promotes the understanding of Cloud and SaaS within the Committee, and allows for a forum for discussion of on issues that Committee members face to get input from other Committee members. The Subcommittee also creates or assists in the creation of useful resources to help Committee members with questions.

## 7. Publications Subcommittee

This Subcommittee is responsible for providing the ACC articles for publication, as well as informational material and additional IT, privacy and eCommerce resources for use by ACC members.

## 8. Early Warning Subcommittee

This Subcommittee collects information from IPTEC members and outside sources about proposed legislation or legislative/regulatory changes involving IPTEC-related issues. The most relevant issues are compiled into a spreadsheet that is distributed from time to time to the Committee membership.

## 8. Security Incident Response Subcommittee

This Subcommittee collects information and shares ideas and best practices related to the operational and legal aspects of responding to security incidents involving personal information and other sensitive information.

## 10. Meet the Regulators Subcommittee

This Subcommittee shall work towards creating opportunities for members to interact with applicable regulators, including, without limitation, the FCC and the FTC.

## 11. Social Media Subcommittee

This Subcommittee will collect information and shares ideas and best practices related to the existence and use of social media, and interactions with various areas of the law (including privacy, intellectual property, sweepstakes, employment, etc.).

### III. Leadership Responsibilities

The Chair of the Committee serves a term of two years, and is succeeded typically by the Vice Chair. In addition to the responsibility shared with other members of the Leadership and Executive Committees, the Chair acts as the principal contact between the Committee and the ACC and between the Committee and the Committee sponsor. The chairs of the Subcommittees are responsible for coordinating the activities of the Subcommittees, and for representing the Subcommittee at the Leadership Committee level. The typical term of the Subcommittee chairs is two years.

### IV. Goals and Activities

- A. Provide members with the latest developments in IT, Privacy and eCommerce and enable members to develop expertise in rapidly developing areas of the law.
- B. Establish and maintain a resource pool of current information (e.g. opinions, position papers, etc.) and practical resource material (e.g. sample contracts, checklists, etc.) that can be easily accessed and will assist Committee and ACC members in their day-to-day practice of commercial law.
- C. Sponsor training and information programs and campaigns for Committee and ACC members, and aid in meeting the professional development needs of the Committee and ACC members.
- D. Coordinate with other committees to enhance the professional needs of Committee members.
- E. Create a forum for identifying, discussing and monitoring legal issues which are routinely raised in the areas of information technology, privacy, and eCommerce. Develop positions where appropriate.

F. Identify, track and report on important cases and legislation related to information technology, privacy, and eCommerce. Influence legislation where appropriate and with the endorsement of the advocacy committee of the ACC Board.

G. Foster international legal practice and a knowledge of the applicable laws governing areas of Committee interests globally.

H. Cooperate and communicate with other ACC Committees, ACC Chapters, and professional organizations representing corporate counsel.

I. Explore issues relating to professional development and career advancement of Committee members within their own working environments.

J. Execute the Strategic Plan.