

AICPA Tax Policy and Advocacy Committees/TRPs/Task Forces

1. Maintain the AICPA as a thought leader in tax policy and advocacy.
2. Identify key tax legislative, regulatory, and administrative developments and issues and provide input to the AICPA tax policy senior manager on prioritization of projects.
3. Serve the entire profession and, therefore, place the interests of the membership and the public above self or specific client interests. (Volunteers should act on behalf of the AICPA and not on behalf of clients, firms, other organizations, or personal interests.)
4. Develop and advocate for positions that promote sound tax policy and effective administration, taking into consideration the AICPA Principles of Good Tax Policy. (AICPA provides recommendations that are generally bipartisan, constructive, well-reasoned, practical, and administrable.)
5. Ensure that a wide variety of interests and perspectives (including small, medium, and large firms, as well as industry) are considered on a given issue or activity.
6. Recommend submission of comments in the assigned technical area and participate in the drafting of such comments. (To promote our profession's reputation as a thought leader, volunteers should avoid copying material drafted by other organizations or employers.)
7. Participate in Division-wide efforts, including projects on major tax legislation, the President's budget proposals, and the IRS/Treasury Priority Guidance Plan.
8. Monitor relevant task force activities.
9. Coordinate all meeting requests with government representatives and other practitioner groups with the relevant AICPA tax policy senior manager, director, or Vice President. The AICPA representative should arrange and act as the lead contact for all meetings where AICPA issues and positions are discussed.

Members of AICPA Tax Policy and Advocacy Committees/TRPs/Task Forces

10. Review and accept the terms of the [AICPA volunteer agreement](#).
11. Participate actively and regularly attend meetings and conference calls. If unable to attend, communicate with the chair and AICPA tax policy senior manager in advance to provide any relevant updates for the meeting.
12. Timely complete assigned tasks and respond to committee/TRP related emails and requests.
13. Disclose and coordinate with the AICPA tax policy senior manager to address any potential conflicts of interest related to advocacy projects (such as, the drafting of comments or testifying on behalf of other organizations, employers or self.)
14. Ensure confidentiality of all work product. (Members should not discuss "draft" positions outside of the AICPA Tax Division without advance approval of the TEC Chair, an AICPA tax policy senior manager, Director, or Vice President.)

Roles and Responsibilities AICPA Tax Division

Chairs of the AICPA Tax Policy and Advocacy Committees/TRPs/Task Forces

1. Assist the AICPA tax policy senior manager or Director in developing meeting/conference call agendas.
2. Lead committee meetings/conference calls.
3. Encourage full member participation in the committee/TRP/task force's activities.
4. Participate in AICPA Tax Policy and Advocacy leadership meetings/conference calls.
5. Provide input regarding the evaluation of members and appointments for Vice Chair.
6. Recommend to the AICPA tax policy senior manager the formation of new task forces to undertake a specific project of limited duration. The TEC Chair approves new task forces.
7. Speak publicly or submit written comments on tax matters before governmental entities (even if not regarding an AICPA position) only with approval of the TEC Chair and the AICPA Director of Tax Policy and Advocacy. (In particular, please direct all media requests related to "AICPA positions" to Veronica Vera of AICPA's Public Affairs Team. If you are speaking on your own behalf, we would also appreciate advance notice as the media often attributes the statements of the Tax Division's leadership to our profession.)

AICPA Tax Policy Senior Managers, Director, and Vice President

1. Develop meeting agendas and topics for consideration. Share draft with chairs of TRPs/Committees prior to event.
2. Identify issues and prioritize projects in the technical area.
3. Ensure that positions developed are within the committee/TRP's assigned area of technical expertise and authority.
4. Ensure that comment letters, testimony and other written documents are drafted consistent with AICPA policies and style guides.
5. Consult with the Vice President and/or one of the Directors of Tax Policy & Advocacy and other relevant AICPA teams to develop strategy, implement policy, and ensure the AICPA is speaking with a consistent voice.
6. Act as the lead AICPA representative/contact and arrange and participate in all meetings and conference calls in which AICPA issues and positions are discussed with representatives from the government and other relevant professional organizations in the relevant technical area.
7. Identify and recruit chair and members for new task forces.
8. Evaluate current members of the committee/TRP with the Chair's input.
9. Review potential candidates in Volunteer Central to recommend new members for the committee with the Chair's input.
10. Recommend the next vice chair with the chair's input. Contact potential vice chair candidates to gauge interest.

Roles and Responsibilities

AICPA Tax Division

Tax Executive Committee

1. Approve policy on behalf of the AICPA in all tax matters and set enforceable tax ethical standards.
2. Review and approve all committee/TRP/task force new policy positions.
3. Select the recipient of the Arthur J. Dixon Memorial Award, which is the highest award given by the accounting profession in the area of taxes.
4. Select the recipient of the AICPA Tax Division Distinguished Service Award, which is bestowed for outstanding current contribution to the AICPA Tax Division.
5. Liaise and participate in assigned liaison committee/TRP's meetings, conference calls, and emails.
6. Upon request, liaise on behalf of the AICPA with other organizations (ABA Section of Taxation, American Taxation Association, Tax Executives Institute, etc.) to maintain relations, identify issues, and coordinate joint projects.

Members of Tax Executive Committee

7. Review and accept the terms of the [AICPA volunteer agreement](#).
8. Participate actively and regularly attend meetings and conference calls. If unable to attend, communicate with the chair and AICPA tax policy senior manager in advance to provide any relevant updates for the meeting.
9. Timely complete assigned tasks and respond to committee/TRP related emails and requests.
10. Disclose and coordinate with the relevant AICPA tax policy senior managers, Directors and Vice President to address any potential conflicts of interest related to advocacy projects (such as, the submission of comments or testifying on behalf of other organizations, employers or self.)
11. Ensure confidentiality of all work product. (Members should not discuss "draft" positions outside of the AICPA Tax Division without advance approval of the TEC Chair or the AICPA Director of Tax Policy & Advocacy.)
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