

## Designated AI Officer: Role and Responsibilities

The Designated AI Officer serves as the primary point person responsible for overseeing the implementation of the company's AI policy and ensuring that AI initiatives are developed and deployed responsibly, ethically, and in compliance with relevant laws and regulations. This role incorporates a deep understanding of current AI technologies, ethical principles, and regulatory frameworks.

Key responsibilities of the Designated AI Officer include:

- 1) AI Policy Implementation and Monitoring
  - Oversee the development and enforcement of the company's internal AI policy.
  - Monitor adherence to AI policy guidelines and ethical principles across the organization.
  - Regularly review and update the AI policy to align with evolving industry best practices and standards.
- 2) AI Ethics and Governance
  - Ensure that AI initiatives are developed and deployed in an ethical and responsible manner.
  - Promote transparency, fairness, and accountability in AI systems.
  - Manage the effective implementation of AI Governance and Compliance platforms ('AI System of Record') that enable proper AI oversight across the organization.
  - Foster a culture of responsible AI use within the organization through training, education, and employee engagement.
- 3) AI Risk Management
  - Collaborate with the AI risk management team to identify, assess, and mitigate potential AI risks.
  - Implement and oversee the AI risk management framework.
  - Provide guidance on addressing AI risks, such as algorithmic bias, data privacy, and security vulnerabilities.
- 4) Legal and Regulatory Compliance
  - Stay informed about evolving AI-related legal and regulatory requirements.
  - Ensure that AI initiatives are developed and deployed in compliance with relevant laws and regulations.
  - Guide AI compliance for applicable compliance standards important to the organization (ex SOC 2 compliance)
  - Collaborate with legal and compliance experts to navigate the complex AI regulatory landscape.
- 5) Cross-functional Collaboration

- Work closely with various departments, such as data science, engineering, legal, marketing, sales and compliance teams, to ensure a coordinated approach to AI development and deployment.
- Facilitate open communication and collaboration among stakeholders to address AI-related challenges and opportunities.
- Guide the efforts of the organization's AI Governance Board and other related entities tasked with leading the organization's cross-functional AI policies and efforts.

#### 6) AI Performance and Impact Evaluation

- Establish metrics and benchmarks to evaluate the performance and impact of AI systems on the organization and its stakeholders.
- Monitor AI system performance and identify areas for improvement or potential ethical concerns.
- Communicate AI system performance and impact to senior management and relevant stakeholders.

#### 7) External Communication and Reporting

- Represent the company in external forums, such as industry events, conferences, and regulatory discussions, related to AI ethics and governance.
- Communicate the company's approach to responsible AI use to external stakeholders, including customers, partners, and regulators.
- Prepare and present reports on AI-related compliance, performance, and impact to senior management, boards, and external stakeholders, as required.