

2023-2024 AMCHAM Board of Governors Election Nomination Form

I would like to put myself forward as a candidate for the 2023-2024 AMCHAM Board of Governors:

Name : _____

Job Title : _____

Company : _____

Signature : _____

I hope to contribute to the AMCHAM mission and objectives in the following ways:

[Provide written response here]

Proposed by:

Signature : _____

Name : _____

Company : _____

Seconded by:

Signature : _____

Name : _____

Company : _____

Reminders:

- Nominees must be representatives of an AMCHAM member company in good standing and proposed and seconded by AMCHAM member company in good standing. **You are responsible for obtaining signatures for this step.**
- Nominees must read and sign the attached **Board Responsibility Statement**.
- Nominee member companies must have **paid their 2023-2024 dues**.
- Nominations should be sent to service@amchammyanmar.com by **4PM April 3, 2023**. *There are no exceptions.*

AMCHAM Myanmar Board of Governors Responsibility Statement

The following document outlines the expectations of a member of the AMCHAM Myanmar Board of Governors.

The Board of Governors is responsible for setting the policies of AMCHAM to ensure that the Chamber achieves its objectives which are to:

- Provide a unified voice for American and non-American business to engage stakeholders on issues of mutual importance
- Provide a platform for networking and engagement among companies in Myanmar
- Provide a vehicle for monitoring policy changes in Myanmar
- Communicate realities on the ground for businesses interested in and operating in Myanmar
- Act as a portal to engage and access American policy makers and other relevant business leaders

1. Time Commitment

The time requirement as a Board member is approximately 8 hours per month as outlined below:

a. Board of Governors meetings (3 Hours/quarter)

The Board meets once a quarter for up to 2 hours on a date to be determined by the incoming board to discuss items of importance related to trade and investment, chamber operations or member issues. It is important that each member attends these meetings. If a Board member is absent from two consecutive meetings for reasons which the Board has failed to declare to be sufficient, his/her resignation shall be deemed to have been tendered and accepted. An additional hour is required for preparation and reading of materials associated with the meetings.

b. Committee Meetings, Social Events & Briefings (2 Hours/month)

These events provide an opportunity for the general membership to interact with the Board of Governors and in many cases, are the only opportunity for the general membership to have access to the Board. Board members are expected to attend virtual and in-person events.

c. Extraordinary meetings or briefings (2 hours/month)

As necessary, AMCHAM may call extraordinary meetings to discuss items which occur outside the normal monthly meetings. Additionally, Government or Sr. Executive visits may occur in which business leaders are invited to participate to share their views of doing business in Myanmar. The Executive Director will often call upon the Board to participate in these meetings or briefings and participation is highly encouraged and expected.

d. Additional Board responsibilities (3 Hours)

Each Board member will be assigned a portfolio of responsibilities to which they will be accountable to the Board. This responsibility may include being an officer of AMCHAM or Committee Chair. Each of these areas and responsibilities is defined below:

- i. **Officers:** The Chamber shall have the following officers who shall be appointed by the Board from among the elected Governors. Responsibilities of the officers are summarized below:

- o **President:** Shall exercise general supervision over the affairs and interests of AMCHAM Myanmar and represent AMCHAM Myanmar in external relations. The President shall preside at all meetings of the Board and meetings of AMCHAM

Myanmar members. He/she shall, with the approval of the Board, appoint advisors, staff, and the chairpersons of all Committees. All official AMCHAM Myanmar documents, including without limitation title deeds and contracts, shall be signed by the President or Vice President, together with the Executive Director.

- **Vice President(s):** Shall have the same powers and authority as the President, in the absence of the President. Vice Presidents shall each have such responsibilities and duties as are designated or assigned to them from time to time by the President with the approval of the Board.
 - **Treasurer:** Be responsible for the accounts of the Chamber including presenting financial reports and reviewing major financial projects.
 - **Secretary:** The Secretary shall be a liaison officer to work with the Executive Director in keeping a complete record of the proceedings of the Chamber and of the Board, and shall countersign their name to all minutes, so recorded.
- ii. **Committee Oversight Responsibility:** AMCHAM currently has sectoral committees which are open to the general membership. The committees meet on a regular basis for exchange of information, networking and advocacy purposes. Each Committee is assigned a Board Liaison from among the elected Governors. The Board Liaison will be responsible for reporting to the Board on the activities of their committee and ensuring that their objectives are consistent with the overall objectives of AMCHAM. Board liaisons are expected to attend all committees they oversee. They are usually subject matter experts or market leaders in their area of expertise/operation.

2. Financial Responsibility

Members of the Board are expected to pay for their own participation in events, including Board meetings, briefings, lunches, government engagements, networking events, etc. Board members are expected to support AMCHAM financially as their company resources permit and are encouraged to support AMCHAM as a Corporate Partner.

I agree that I have read and understand the responsibilities of being a Board member of the American Chamber of Commerce in Myanmar and, if elected, I will make all efforts to best serve AMCHAM and the American business community in Myanmar.

Signature : _____

Name : _____

Company : _____

Date : _____