

**AMERICAN CHAMBER OF COMMERCE IN CHINA  
BOARD OF GOVERNOR 2023  
RESPONSIBILITY STATEMENT**

*The following document outlines the responsibilities and resources required of an elected Governor to the Board of Directors of AmCham China.*

The Board of Governors is responsible for setting policies, providing advice and supporting AmCham China to ensure the Chamber achieves its objectives which include:

- To promote the development of commerce between the United States of America and China;
- To promote Chamber strategies, measures and programs that benefit and protect the interests of its members;
- To advocate to the China and United States governments on behalf of member companies on strategic and operational issues impacting members short-term and long-term
- To circulate and give effect to the opinions of and to give advice to the business community of the United States in China on all types of trade, commerce, finance, industry, and other questions;
- To collect and disseminate information to the Chamber concerning commerce or other activities of interest to AmCham China members;
- To assist members and U.S. citizens engaging or planning to engage in any business in China to attain lawful, legitimate objectives;
- To maintain at a high level the civil and commercial reputation of the United States and the Chamber in China;
- To maintain strong relationships with the Chamber of Commerce of the United States and other chambers of commerce, and other relevant organizations for the Chamber in the United States and China
- To help and promote charities and public aid efforts.

## **1. TIME COMMITMENT**

The time requirements as a Governor is approximately 13 hours per month as outlined below:

### **BOARD OF GOVERNORS MEETINGS 3 Hours**

AmCham's Board of Governors (BOG) meet once a month for 2 hours to discuss items of importance related to chamber operations and member issues. It is important that each Governor attend these monthly meetings. As stated in AmCham's Board of Governors 2023 Manual, attendance is mandatory. If a Governor is unable to attend any BOG meeting in person, he/she is required to notify the Chairman in advance of the meeting. Every board member will be allowed to use the proxy three times in the calendar year. Misuse of the proxy process is a reflection that a board member is unable or unwilling to dedicate the time to attend to AmCham China board business.

An additional hour is required for preparation and reading of materials associated with the Board Meetings.

### **BUSINESS NETWORKING AND SOCIAL EVENTS 2 Hours**

These events provide an opportunity for the general membership to interact with the Board and in many cases, is the only opportunity for the general membership to have access to the Board. AmCham organizes hundreds of events throughout the year allowing ample opportunity for our Board members to engage with members.

### **EXTRAORDINARY MEETINGS/BRIEFINGS 2 Hours**

As necessary, AmCham may call extraordinary meetings to discuss items which occur outside the normal monthly meetings. Additionally, Government or Sr. Executive visits occur in which Governors are invited to participate to share their views of doing business in China. The President will often call upon the Board of Governor's to participate in these meetings or briefings and participation is highly encouraged if possible.

### **ADDITIONAL BOARD RESPONSIBILITIES 6 Hours**

Each Governor will be assigned at the first Board meeting in January a portfolio of responsibilities to which they will be accountable to the Board. These responsibilities include leading or participating in Board task forces, assuming responsibility for managing relationships with US or Chinese government agencies, and others.

## **2. SIGNATURE EVENTS AND OTHER MAJOR EVENTS**

Numerous Signature Events and other annual activities are organized each year for the general membership including:

Washington D.C. Doorknock  
July 4<sup>th</sup> Celebration



中 国 美 国 商 会

Women's Conference

Human Resources Conference

Technology & Innovation Conference

Annual General Meeting

Government Appreciation Dinner

Board of Governors will be asked to help support, promote and attend these activities.

### 3. FINANCIAL RESPONSIBILITY

Members of the Board of Governors are expected to (with a few exceptions) pay for their own participation in events, including Board breakfasts, briefings, lunches etc.

It is expected that each Governor will support the recruitment of at least 1 new member per year and consider sponsorship of at least one of the Signature Events listed above.

***I agree that I have read and understand the responsibilities of being a Governor of the American Chamber of Commerce in China and that I will make all efforts to best serve the American Business Community in China.***

Signed

\_\_\_\_\_

Name

\_\_\_\_\_

Date