



## BOARD MEMBER GUIDELINES

Detailed below are the roles, responsibilities and expectations of the members of the Board of Directors. Membership on the Board is an opportunity to provide leadership to the AustCham Lao business community.

The Board is an avenue to make a difference, to develop others and share your experience and expertise.

### Roles and Responsibilities of the AustCham Lao Board of Directors

- Enhance the Chamber's identity and image. The chamber's primary link to its private-sector core constituents, as well as the Lao government, the media and community at large, is the Board. Articulating the Chamber's mission, accomplishments, and goals in a clear manner, as well as gathering support from business and community leaders, is an important elements of the Board members role;
- Promoting the Chamber and Chamber membership;
- Decide on and lead programs and activities of the Chamber;
- Being an active, informed participant in Board meetings and Chamber events, including reading all board papers;
- Taking fiduciary responsibility for the financial health of the Chamber;
- Assist in developing the annual budget and ensuring proper financial controls are in place;
- Propose develop and amendments to bylaws, policies and procedures;
- Approval of projects and expenditures;
- Preside over the election of officers of the Board, and assuring themselves of the fitness of the Board member to carry out that office; and
- Promotion of business generally, and in particular, furthering the purposes and objectives of Austcham Lao.

### Expectations

<b>Term</b>	All board members serve a one year term. At the completion of the term board members can stand for re-election if they choose. A person who has served for five consecutive terms on the Board can stand for re-election only after a one year break from the Board.
<b>Time Commitment</b>	<p>The Austcham Lao board is a governing board of directors. Board members are expected to attend the monthly board of directors meeting. The meeting schedule will be decided on the first Board meeting 2020.</p> <p>Attending Board meetings is a major part of being an effective Board member. This provides you with a level of interaction with other Board members and with the operational issues of the Chamber which you cannot gain any other way. It also gives you an opportunity to have an immediate voice on issues that come before the Board. Therefore, Board members are expected to attend a minimum of 70% of board meetings each calendar year.</p> <p>Board members are expected to attend Chamber events throughout the year and serve on one Austcham Lao committee as and when appointed. Participation in Board meetings and at key events is evidence of a Board member's commitment to the vitality of the Chamber.</p>

<b>Selection Process</b>	Any Full Member may stand for election to The Board and shall, ideally, be members from the private sector. Should there be more than one Member nominated for a position on the board, then a ballot shall be conducted amongst the members. Those nominated members receiving the majority of votes for each vacancy shall be elected.
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I have read and agree with the Board Member guidelines.

Board Member elect name (printed): \_\_\_\_\_

\_\_\_\_\_  
Signature of member

\_\_\_\_\_  
Date