



## **AmCham Committee Guideline**

According to the Association Agreement, Article - 7.2.9:

The Board shall create Committees necessary for the functioning of the Chamber, and shall designate their powers.

- The Committees shall consist of representatives of AmCham Macedonia member organizations. Each AmCham member organization can designate one representative and its deputy at a committee. These members join on the voluntary basis, by sending request in writing, to [communication@amcham.com.mk](mailto:communication@amcham.com.mk), providing contact details (personal name, company name, position, email address and phone).
- Committees shall meet a minimum of 4 times per year, to be considered active.
- Each Committee shall elect a Chairperson and its Deputy, to be responsible for leading the meetings, obtaining an internal communication with the Executive Office and being the external face of the Committee.
- Election of the Chairperson and Deputy Chairperson shall be conducted at a Committee meeting, and shall have a mandate of two years.
- AmCham Policy and Communications Manager shall be responsible for scheduling Committee meetings in coordination with the AmCham Executive Director and the Committee chairpersons.
- Minutes of each Committee meeting shall be taken by the AmCham Policy and Communications Manager and under supervise of the AmCham Executive Director and Committee Chairpersons. Minutes of such meetings shall be disseminated to all Committee members in an electronic form, within the next 5 working days of each meeting.
- The Executive Office shall closely work with the Committees' Chairperson and its Deputy when drafting policy statements/papers, following the recommendations given by the Board of Directors. Each policy statement/paper must have final review and approval by the Board of Directors, before it's publicly presented.
- Each Committee shall produce a Committee charter and an action plan for one year (objectives tied to a timeline). These papers must be reviewed and approved by the Board of Directors before taking actions.