



2021 AMCHAM BOARD OF DIRECTORS SERVICE DESCRIPTION & CANDIDACY APPLICATION

BOARD SERVICE DESCRIPTION

AmCham Macedonia Board members are volunteers elected to two-year terms and are expected to attend 4-6 in-person meetings as well as most AmCham Macedonia events during their service. In addition, Board members should be prepared to respond to several AmCham-related emails per month.

The Board serves the following functions:

- Appoints its own President, Vice-Presidents, and Secretary-Treasurer from among Board members elected by the Chamber's Assembly;
- Approves the Chamber's budget;
- Supervises and controls the work of the Executive Director of the Chamber and the Executive Office of the Chamber;
- Approves the Chamber's strategy, operational goals and action plans;
- Selects the staff of the Executive Office of the Chamber and determines their salary and benefits;
- Determines the annual membership fees and contributions payable by members of the Chamber;
- Submits proposals to the Assembly regarding the approval of membership applications and dismissal of existing members;
- Establishes committees, defines their scope of work and supervises their work;
- Decides which candidates may stand for election according to pre-defined criteria;
- Selects a certified auditor to perform an annual review of the Chamber's standard financial statements; and
- Addresses other issues that do not clearly fall under the responsibility of the Assembly nor the Executive Director.

CANDIDACY AND ELECTIONS PROCESS

Your application for candidacy will be reviewed by the current AmCham Board of Directors to verify that you:

- Are employed by an AmCham member organization;
- Are not employed by an organization that already has one representative on the Board of Directors nor plans to run another candidate in the same election;
- Would not have a conflict of interest between a Board of Directors role and your other professional roles;
- Have no close family or business ties with a staff member in the Executive Office;
- Are willing and able to serve a two-year (2 years) mandate with the Board of Directors, starting from the date of your election;
- Have not already served at the Board of Directors for two (2) mandates in a row in the last two (2) years;
- Will be physically present (with or without interruption) in the territory of the Republic of North Macedonia for at least six (6) months during each of the next 2 years;

If the Board approves your candidacy, the information provided in your application will be distributed to the AmCham membership roughly 2 weeks prior to the annual Assembly meeting. Candidates will not make speeches at the Assembly meeting.

Generally, the candidates who receive the most votes at the Assembly meeting will be elected to the Board. However, should it be necessary to maintain a majority of Board members who are U.S. citizens or represent U.S. companies, candidates meeting these criteria shall be elected over other candidates, even if they receive fewer absolute votes.

APPLICANT CONTACT INFORMATION

Name: _____

Title: _____

Employer: _____

Telephone: _____

Email: _____

APPLICANT ACCEPTANCE OF TERMS

I understand and agree to meet the requirements of service on the AmCham Board of Directors as well as to participate in the Board candidacy and elections process.

(Signature)

(Date) 2021

ADDITIONAL APPLICATION DOCUMENTS

In addition to this form, please submit the following:

- Official nomination of the candidate on company letterhead
- Brief CV/professional history (200 words maximum)
- A Letter of Intent (300 words maximum) that addresses the following questions:
 - What motivates you to serve on the AmCham Board?
 - What skills and qualifications do you bring to the position of AmCham Board Member?
 - How do you believe AmCham should develop in the coming years?
- High-quality picture.

Please email all documents to j.arsovska@amcham.com.mk, by Monday, September 27th 2021.