12 November 2019

**Dear AustCham Member,**

Thank you for your interest in nominating for a Board of Director position.

AustCham’s success depends on a high level of commitment from each member of the Board of Directors (BOD). The BOD oversees the general affairs of the Chamber, as well as contributing new ideas and actively assisting in the successful execution of all AustCham initiatives. Below you will find an outline of the candidature and election process.

**Candidature & Election Guidelines**

1. **Eligible Candidates**
   1. Eligible Candidates are defined as being Company Member Representatives, Nominee Representatives or Individual Members, who have fully paid their 2019 AustCham Memberships fee.
   2. An Eligible Candidate can only be validly proposed by a Voting Member and be seconded by another Voting Member.
   3. Reciprocal nomination proposals are not permitted.
   4. Proposers should email a completed copy of the Nomination Form (attached) to AustCham's Executive Director during the Nomination Period (refer paragraph 3).
2. **Voting Members**
   1. A voting member is a Company Member, Special Company Member or Individual Member. In the case of Company and Special Company Members, each company shall have only one voting member, all other members are non-voting members.
3. **Nomination Period**
   1. The Nomination Period will open on Wednesday, 13 November 2019 and close seven working days later at 3:00pm KST, Friday 22 November 2019.
   2. *Nominations received after the Nomination Period will be deemed invalid.*
4. **Election Process**
   1. The Election Period will open on Friday November 29, 2019 and close nine working days later at 3:00pm KST on Thursday, December 12, 2019.
   2. Votes received outside of these times will be deemed invalid.
   3. Applicants will be informed within a week after the election closes and the election results will be officially announced at the 2020 AGM in February 2020.
5. **Voting Process**
   1. For a vote to be valid, voters must select SEVEN nominees from the list.
6. **Directors Duties**
   1. Directors are expected to serve for a period of two years.\*
   2. Directors are required to attend monthly Board meetings – normally on the first Wednesday of each month at 7:00pm KST. Please note that any director that fails to attend three consecutive board meetings may be removed from the board.
   3. Directors are expected to contribute to and participate in activities conducted by AustCham Korea, with efforts to serve on more than one committee.
   4. Directors are expected to regularly attend and encourage support AustCham functions, including forums and social events.
   5. Directors should be willing to Chair or sit on a sub-committee for various initiatives throughout the year.

\*Although Board Directors typically serve a two-year term, due to the irregularity of the election cycle this year, we have an option for **one** 2020 newly elected Board Member to serve for a period of one-year. Considering this, please make sure to include your term preference in your application but be aware that only **one** out of seven slots can serve for this shortened period.

**Please complete the Nomination Form below**

**AustCham Korea 2020 Board of Directors**

**NOMINATION FORM**

Term Preference (Tick one box only)

Two-year term only

Two or one-year term

\*Texts in red are examples. Please fill in your information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Organisation** | **Contact Number/**  **E-mail address** |
| **Nominee** | Person A | Company A | +822 000-0000/ xxxxxxx@abcdefg.com |
| **Proposer** | Person B | Company B |  |
| **Seconder** | Person C | Company C |  |
| **Please use the space provided to write a brief description of yourself (Nominee’s) and share your vision for AustCham:**  **Brief Biography**      **Your Vision of AustCham** | | | |

[Clarification]

Nominee: Person running to be on the board  
Proposer: Proposing the nomination of above nominee  
Seconder: Supporting the proposal of the nominee

**Please email nomination form to exec@austchamkorea.org**