



18th Fl, Gwanghwamun Official Bldg, 92, Saemunan-ro, Jongno-gu, Seoul 03186 | (T) +82 2 766-9590

18 November 2020

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

- A. Eligible Candidates are defined as being Company Member Representatives, Nominee Representatives or Individual Members, who have fully paid their 2020 AustCham Memberships fee.
- B. An Eligible Candidate can only be validly proposed by a Voting Member and be seconded by another Voting Member
- C. Reciprocal nomination proposals are not permitted.
- D. 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

- A. 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

- A. The Nomination Period will open on 25 November 2020 and close seven working days later at 11:59pm KST, Friday 4 December 2020.
- B. *Nominations received after the Nomination Period will be deemed invalid.***

4. Election Process

- A. The Election Period will open on Friday, 11 December 2020 and close nine working days later at 11:59pm KST on Thursday, 24 December 2020.
- B. Votes received outside of these times will be deemed invalid.
- C. Applicants will be informed within a week after the election closes and the election results will be officially announced at the 2021 AGM in February 2021.

5. Voting Process

- A. For a vote to be valid, voters must select SIX (6) nominees from the list.

6. Directors Duties

- A. Directors are expected to serve for a period of two years.



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- B. 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.
- C. Directors are expected to contribute to and participate in activities conducted by AustCham Korea, with efforts to serve on more than one committee.
- D. Directors are expected to regularly attend and encourage support AustCham functions, including forums and social events.
- E. Directors should be willing to Chair or sit on a sub-committee for various initiatives throughout the year.

**Please complete the 2021 Board of Directors Nomination Form and submit to Rowan Petz,
Executive Director, exec@austchamkorea.org**