

2025-27 Executive Committee - Nomination Form

To be sent to Stuart Dunn, Executive Director by email at executivedirector@britishchambershanghai.cn (scanned copy). To arrive **before 23:59, Sunday, 9 February 2025**. You will receive a prompt acknowledgement – if you do not get the acknowledgement then email executivedirector@britishchambershanghai.cn.

PROPOSER

Both candidate and proposer must be Representatives of voting Members (Individual Membership and Associate Membership are excluded) of the British Chamber of Commerce Shanghai.

I _____ of company _____ nominate
(Proposer Name)

_____ of company _____
(Candidate Name)

as a candidate for the British Chamber of Commerce Shanghai 2025-27 Executive Committee in the position of
(a candidate can be nominated for a **maximum of two** out of the following seven positions on the ExCo):

Vice-Chair Treasurer Consultant Director

Policy Adviser Strategic Adviser

Committee Ambassador Brand and Comms Ambassador

(Qualification, requirement, roles & responsibilities of the above positions can be viewed in Appendix)

_____ Date: _____
(Proposer signature)

E-mail (registered in the Chamber database): _____

Tel: _____

CANDIDATE

Candidate CV – candidates are invited to provide a **high-resolution profile photo** (JPG), and fill in an **online Information Collection Form** ([click here](#)) to provide a summary of their expertise and experience working in Shanghai/ China, and the contribution they can bring to the Chamber. Please send the photo and submit the Form online **no later than 23:59, Sunday 9 February 2025**. This information will be used in the election material circulated to Members.

Candidate - If elected, I agree to accept the duties of the position*. I confirm that: (i) I am a representative for a Member that is a UK organisation or an organisation with significant business interests in the UK, (ii) I do not have any interest, relationship or holding that has been determined to be, or (in the view of a reasonable and informed third party) would likely be determined to be, a conflict with the Chamber's interests, and (iii) if I become aware of any information that might indicate that this disclosure is inaccurate, I will promptly notify the Chamber for consideration by its Executive Committee.

Candidate – I confirm I have completed and submitted the online Candidate Information Collection Form.

_____ (Candidate signature) Date: _____



[Appendix]

2025 - 2027 Executive Committee Position Openings

General requirement:

- Each nominee shall be a representative for a Member that is a UK organisation or an organisation with strong association with the UK.
- Each nominee to ExCo must have sufficient seniority such that they director or equivalent level or above (in a large organisation e.g. a PLC) or a founder, partner or equivalent level (in a small- or medium-sized organisation).

OFFICER: 3 openings

Officer: Vice Chair

Role & Responsibilities: To support the Chair in his/ her role by sharing the same external and Platinum member engagement duties and can stand-in as Chair as required.

Position-specific requirement: The nominee shall have served (up until now or at a previous time) either (i) for a period of more than 6 months as an ExCo member; or (ii) in an active leadership capacity within the Chamber (e.g., as a Committee chair or vice-chair) or a PLC, Large Organisation or SME.

Officer: Treasurer

Role & Responsibilities: The Treasurer shall oversee the financial health of the Chamber and exercise supervise the establishment and implementation of procedures and standards for the orderly conduct of the financial affairs of the Chamber.

Position-specific requirement: The nominee shall have a professional background in finance or accounting and ideally an internationally-recognised qualification in at least one of these fields.

Officer: Consultant Director

Role & Responsibilities: The Consultant Director shall assist the ExCo, Executive Director and other employees of the Chamber to consider legal, regulatory and constitutional issues that may arise, assist in formulating and amending the constitution and other governance policies and documents of the Chamber and, where appropriate, support the Chamber's advocacy initiatives.

Position-specific requirement: The nominee shall be qualified to practice law in China or has worked at a legal services or risk consultancy firm in China in a consultancy capacity for no less than five years.

ADVISER: 2 openings

Policy Adviser

The Policy Adviser shall be responsible for assisting the Chamber build stronger relationships with partner government organisations through the Chamber's advocacy initiatives; championing good governance through new policies that support the sustainability of the Chamber and promote business growth for Members; and leading on thought-leadership topics relevant to policy and market conditions.

Strategic Adviser

The Strategic Adviser shall be responsible for assisting the Chamber to facilitate its strategic direction and quarterly forward planning (and assisting in their respective presentation to external stakeholders); advising on Committee-level strategies where needed; and providing ad hoc support to the Chamber's advocacy initiatives.



AMBASSADOR: 2 openings

Committee Ambassador

The Committee Ambassador shall facilitate communication and knowledge sharing between the Chamber Committees and ExCo Members. This role will oversee Committee governance and performance; will champion collaboration between Committees Chairs and Vice Chairs; and will ensure Committees stay aligned with the Chamber's constitution and strategic direction.

Brand and Comms Ambassador

The Brand & Comms Ambassador guides the Chamber in its external corporate communications and marketing activities to increase the awareness of the Chamber and to strengthen our brand reputation across East China and the UK. The role advises on how to present the Chamber brand professionally and consistently across the variety of external touch-points; and how to strengthen messaging towards internal and external stakeholders.

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