THE CHAMBER OF COMMERCE

The Chamber of Commerce in Ukraine
Uniting Leading Companies from over 50 Nations across the Globe

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Guidelines for the American Chamber of Commerce in Ukraine's Committee Leadership

This document is designed to provide a brief overview of what is expected of the duly elected Chamber Committee Leadership. It is not an exhaustive list but the one which is meant to provide insights into the commitment of time, effort and resources that are understood and accepted by all candidates who are pursuing the role of Chamber Committee Leadership.

Committee Leadership is expected to:

1. Be actively involved in setting activity priorities for the current year and beyond during strategic planning sessions;
2. Be engaged in formation of agenda the meetings, approve agendas and minutes of meetings;
3. Personally attend and co-chair Committee meetings;
4. Solve urgent issues jointly with other Committee Co-Chairs and Policy Officer (for instance, participate in developing and approving position papers, submitting urgent comments for mass media about issues on the Committee's agenda upon request);
5. Undertake commitment to represent and advocate for the Chamber by expressing opinions of the Committee participants in general;
6. Not use Committee as a platform for promoting vested corporate interests;
7. Not use their Co-Chair position for receiving the information not related to the Committee activities and/ or while being engaged in the meetings, discussions, mailings, e-mailings, litigations, etc. in their personal and/ or corporate capacity;
8. Prevent the leaking out of confidential information or committing other actions that can harm the Chamber reputation;
9. Not to hold Leadership position in other Chamber Committees, Clubs, and other policy platforms;
10. Promote values and activities of the American Chamber of Commerce in Ukraine in the following formats:
    a. Emphasizing the Chamber's input in the development of business environment in Ukraine, as well as specific Committee's activities, to members of the business community and policy makers during direct interactions, based on the key messages provided by the Chamber Communications and Marketing Team.
    b. Mentioning Chamber involvement, positions and achievements in specific industry issues when providing expert opinions and interviews to local and international press.
    c. Providing expert opinions and comments upon media requests related to various aspects of Committee activities;
    d. Introducing themselves as Chamber Committee Co-Chairs at high level international conferences and forums when covering industry related issues, which are in line with Committee's agenda, as well as mentioning specific Chamber's achievements in the respective sector.
    e. Recommending the Chamber to business partners
11. Inform Chamber Communications and Marketing Team about any participation in press-events and press-interactions where the Chamber's position on issues related to the Committee agenda might be voiced, and the Co-Chair status might be mentioned, before such events and interactions

12. Agree and align all external communications activities, related to promoting the Committee's agenda, with Chamber Communications and Marketing Team.

Board of Directors: ***Mr. Graham Tiley,*** *Shell -* ***Chairman; Mr. Sevki Acuner,*** *European Bank for Reconstruction and Development -* ***Vice Chairman; Mr. Steven Fisher,*** *Citibank -* ***Vice Chairman; Mr. Jean-Paul Scheuer,*** *Sanofi-Aventis -* ***Treasurer; Mr. Antoine Brun,*** *Procter & Gamble -* ***Secretary; Mr. Peter Chernyshov,*** *Kyivstar;* ***Mr. Grzegorz Chmielarski,*** *McDonald's;* ***Mr. Serhiy Chorny,*** *Baker & McKenzie;* ***Mr. Penko Dinev,*** *IBM;* ***Mr. Roger Gauntlett,*** *Coca-Cola;* ***Ms. Lenna Koszarny,*** *Horizon Capital;* ***Mr. Martin Schuldt,*** *Cargill;* ***Mr. Martin Schumacher,*** *METRO Cash & Carry;* ***Mr. Evgeniy Shevchenko,*** *Carlsberg;* ***Oleg Tymkiv,*** *PwC;* ***Ms. Nadiia Vasylieva,*** *Microsoft.*
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13. Resign from position in Committee Leadership in case of being elected to the state and / or local public authority of any level and type.
14. With prior consent, perform other functions in the interests of the Committee and/ or the Chamber at large as decided by and/ or agreed with the Chamber Board of Directors and the Chamber President;

The Chamber provides Committee Co-Chairs with the following:

1. Opportunity to identify Committee priorities and influence Committee activity to move the Chamber policy agenda forward;
2. Getting inside view of trends in the sphere of Committee activities, knowledge and experience sharing with top experts in relevant areas;
3. Opportunity to participate in exclusive meetings within the Committee and/ or Chamber activities (including meetings with high-level state officials) and represent the opinion of the Committee during such meetings;
4. Opportunity to promote themselves as experts within the framework of the Committee meetings, interaction with the state officials, as well as be the first to comment on media requests and, therefore, be cited in relevant media resources.

Note: unless expressly stated otherwise, activities of the Working Groups established within the Chamber at large shall be governed by general rules of procedure for the Chamber Committees activity.

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