

AmCham Hungary

Board of Directors – Candidate Information Sheet

1. Board Composition

The AmCham Hungary Board of Directors consists of **11 elected positions**:

- **President**
- **1st Vice President**
- **2nd Vice President**
- **Secretary Treasurer**
- **7 Board Members-at-large**

All Board positions are elected by the membership at the **Annual General Assembly**, normally held in December, for a 2-year term.

2. The Role of the Board

The Board of Directors is responsible for providing **strategic leadership and oversight** of AmCham Hungary. Its key responsibilities include:

Strategic Leadership

- Set the strategic direction of the Chamber and safeguard its effective implementation.
- Maintain a clear focus on AmCham's mission, priorities and long-term objectives.
- Act as the Chamber's principal decision-making body between General Assemblies.

Advocacy & Business Priorities

- Provide input into AmCham's advocacy positions, materials and activities.
- Contribute to the development of annual plans and the budget.
- Provide final approval of key plans, priorities and initiatives.

Board Engagement

Board members are expected to:

- Actively prepare for and participate in Board meetings.
- Attend monthly Board meetings, normally held on the **last Tuesday of each month, from 8:30–10:30**, except in July and December.

- Participate in person whenever possible; online participation is available when in-person attendance is not possible.
- Engage in discussions and contribute their professional expertise and perspective.

3. Leading by Example

Board members are expected to be active ambassadors of AmCham and to lead by example.

This includes:

Engagement in AmCham Activities

- Actively participate in AmCham events and programs.
- Represent and promote the Chamber within their professional networks.
- Contribute expertise, connections and ideas that support AmCham's activities and objectives.
- Participate in relevant AmCham Committees and Working Groups, and/or delegate colleagues from their company to participate.

Membership Development

- Help retain existing members and support membership growth.
- Utilize professional and business networks to introduce potential new members to AmCham and strengthen the Chamber's business community.

4. Executive Committee

An **Executive Committee (EC)** operates within the Board and consists of:

- President
- 1st Vice President
- 2nd Vice President
- Secretary Treasurer

Role of the Executive Committee

The Executive Committee is a **consultative body within the Board** and does not have decision-making powers separate from the Board.

Its role is to:

- Discuss and provide preliminary input on topics that will subsequently be presented to the full Board.
- Support the preparation of Board discussions and facilitate efficient decision-making.
- Consult on matters requiring attention between Board meetings, where appropriate.

Meetings

Executive Committee meetings are predominantly held **online**, normally **one week before the monthly Board meeting**.

5. What We Expect from a Board Member

Being an AmCham Board member is an active role. Candidates should be prepared to:

Commit – Dedicate the necessary time and attention to Board responsibilities.

Contribute – Bring professional expertise, business experience and constructive ideas to Board discussions.

Engage – Participate actively in Board meetings, AmCham events, Committees and Working Groups.

Represent – Act as an ambassador for AmCham within their professional and business networks.

Connect – Help strengthen relationships with existing members and identify opportunities to attract new members.

Lead – Support AmCham's strategic objectives and demonstrate the values and spirit of the Chamber through active involvement.

6. In Summary

A position on the AmCham Board is an opportunity to **help shape the Chamber's strategic direction, contribute to its advocacy work, strengthen its business community and support its long-term development**.

We are looking for Board members who are willing to contribute their **time, expertise, professional networks and commitment** to AmCham and its membership.