



AMCHAM

The American Chamber of Commerce in Hanoi

Governor Roles & Responsibilities

Serving as a board member is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a board is an honor, governors have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources.

There is no set time requirement to participate on the Board of Governors (BOG). However, you are responsible for determining AmCham's direction and your time is necessary to ensure AmCham achieves its mission and objectives.

EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of AmCham is to support the success of members by promoting a healthy business environment in Vietnam and by strengthening US-Vietnam commercial ties. As the leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission, vision and objectives of the organization
- Selecting, supporting, and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Membership recruitment and retention
- Enhancing AmCham's public image
- Assessing its own performance as the governing body of AmCham

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board members is expected to:

- Know AmCham's mission, policies, programs and needs
- Faithfully read and understand the organization's financial statements
- Serve as an active advocate and ambassador for AmCham and fully engage in identifying and securing the financial resources and partnerships necessary for AmCham to advance its mission and programs
- Contribute financial resources to support the organization
- Use personal connections to recruit and retain members
- Participate in as many AmCham activities as possible
- Prepare for, attend, and conscientiously participate in board meetings
- Disclose potential conflict-of-interests before meetings and actual conflicts during meetings
- Maintain strict confidentiality about all internal AmCham matters and discussions