



Roles and Responsibilities of Chairs and Vice Chairs

The European Union Chamber of Commerce in China (hereafter “European Chamber”) serves as the voice of European business in China and provides an avenue of communication with Chinese and European political and economic circles. As the major driver of these communications, as well as major responsibilities for membership recruitment and retention, the Working Group and Forum (hereafter “Groups”) Chairs and Vice Chairs are integral to the European Chamber’s pillar services.

In order to ensure that all prospective Group representatives are aware of the basic roles and responsibilities required of Group Chairs and Vice Chairs, this guidance document shall be circulated to all members when calling for candidacy for these posts.

Overview

Chair: The Chair shall play a key role in driving the development of the Group. With support from the Business Manager or Working Group Coordinator (hereafter “BM”), they promote the Group’s activities and communicate targeted messages on behalf of industry to policy makers and key stakeholders in China and Europe. The Chair shall also serve as spokesperson to raise the Group’s visibility in the media and at relevant events when appropriate.

Vice Chair: The Vice Chair shall play a supporting role to the Chair of the Group. The Vice Chair assists the Chair when needed in driving the development of the Group and can also represent the Group in communicating messages to policy makers and stakeholders in China and Europe. In the absence of the Chair, the Vice Chair shall take over the responsibilities of the Chair.

Tasks

In coordination with the BM, the tasks of Chairs are as follows:

- Develop and promote Group activities
 - Guide the activities, strategy and priorities of the Group
 - Propose and identify topics, issues and speakers for Group meetings
 - Chair Group meetings, ensuring that Chatham House Rules are respected and discussions and agreements that may infringe on the PRC Anti-Monopoly Law or PRC Anti-Unfair Competition Law shall not take place during Group meetings
 - Approve minutes of meetings
 - Help identify and approach potential members of the Group
 - Act as a point of reference for Group members
- Develop and draft the Position Paper
 - Identify key concerns of the sector with Group members
 - Lead in drafting the Position Paper and other Group related documents
- Develop and communicate Group messages to key interlocutors



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- Develop and support the implementation of a lobby action plan for the Position Paper and for other key issues as needed
 - Present the Position Paper at the press launch and, if possible, the annual European Tour
 - Present the key concerns of business to the Chinese government and relevant Chinese stakeholder organisations, visiting European officials, and European diplomatic and business communities
 - Represent the Group at relevant events
- Develop and communicate Group messages to the media
- Act as spokesperson on behalf of the Group on agreed upon Position Paper issues and/or other lobbying issues in coordination with the Press Officer of the secretariat.
 - Be prepared to give interviews to selected media agencies
- Assist in the recruitment of new members to the Group
- Identify potential new member companies
 - Approach potential new member companies
 - Join meetings with potential new members when possible