



## British Chamber of Commerce Myanmar The Role of the Director

### **Board Responsibilities and Objectives**

The Board sets policies to help the Chamber achieve its goals, which include promoting trade, industry, investment, and social and economic relations between the UK and Myanmar.

The Chamber aims to:

- Help members promote trade and investment between the UK and Myanmar.
- Provide advice and suggestions for Members' Businesses.
- Share news and information on trade and industry.
- Encourage British investment in Myanmar.
- Highlight the benefits of doing business with the UK.
- Address issues affecting British businesses in Myanmar and Southeast Asia.
- Work with UK and Myanmar governments, sanctions permitting, on business-related issues.
- Promote business and social interactions with visitors and other business groups.
- Support similar organizations.

### **Time Commitment**

Directors need to commit about 12 hours per month:

- Board Meetings (3 hours): Monthly 2-hour meetings plus 1 hour for preparation.
- Social Networking Night (2 hours): Monthly events for members to meet Directors.
- Extra Meetings/Briefings/Sub-Committees (2 hours): Occasional extra meetings and participation in sub-committees.
- Additional Responsibilities (5 hours): Taking on specific roles like Chair, Vice-Chair, Treasurer, or Secretary.

### **Officers**

- Chair: Oversees the Chamber, represents it externally, and leads meetings.
- Vice Chair: Steps in for the Chair and attends senior meetings.
- Treasurer: Manages finances and presents financial reports.
- Secretary: Keeps records and oversees elections, the AGM and the Articles of Association

### **Financial Responsibility**

Directors usually pay for their participation in events.

### **Board Absences**

- Missing three consecutive meetings or three months of meetings without permission results in automatic resignation.
- Directors must attend at least 60% of meetings annually in person (e.g. 6 meetings if 10 held).



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**Conflict of Interests and Professional Conduct**

While acting on behalf of the Chamber, Directors must avoid conflicts of interest and engage in professional conduct. The Chamber is not responsible for actions taken outside this remit.

I confirm that I have read and understand the responsibilities of being a Director. I confirm that I shall serve as an active member of the Board. I undertake to act in the best interests of the Chamber and the British business community in Myanmar.

Signed:

Name:

Date: