



COMMITTEE GUIDELINES

AMERICAN CHAMBER OF COMERCE IN TAIWAN
REVISED DRAFT MAY 2022

AmCham Taiwan – Committee Guidelines

The Board of Governors has approved the following Committee Guidelines as general principles to support committee work that is effective and consistent with AmCham Taiwan norms and values. Co-chairs and taskforce leaders are expected to familiarize themselves with the guidelines and follow them as they lead their committees. Operational details to supplement this set of principles will be provided in a separate Operations Manual for Committees that is being developed by the AmCham Office for Board approval as reference for staff and co-chairs.

SECTION I – MISSION

- 1.1 Committees serve as the backbone of the American Chamber of Commerce in Taiwan (hereinafter “AmCham Taiwan,” “AmCham,” or “the Chamber”), leading the advocacy, networking, information, and business development work of the Chamber by industry sector or theme.
- 1.2 Strong leadership, strategic advocacy, engaged members, regular meetings, well-planned agendas and compelling events are essential to advancing our core mission of creating a more open, innovative and prosperous business environment in Taiwan.

SECTION II – LEADERSHIP

- 2.1 Typically, committees are led by two or three co-chairs.
- 2.2 Committees may form subcommittees or task forces to deal with particular issues or segments of an industry.
- 2.3 AmCham staff members support committee operations, but they do not serve as substitutes for co-chairs or committee members.

SECTION III – CO-CHAIR SELECTION

- 3.1 The President, with confirmation by the Board of Governors, shall appoint committee co-chairs to serve two-year terms.

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- 3.2 The co-chair selection process shall be driven by consensus, based on the principle that committee members are generally best positioned to choose their own leadership. Leadership that is broadly representative of the full committee and industry sector is desirable.
- 3.3 Sixty (60) days before the end of the term of a current co-chair – or whenever a co-chair vacancy occurs – Chamber staff shall initiate the co-chair selection process. If a co-chair needs to step down from her or his role prior to the end of the term, she or he should advise both remaining co-chairs and the AmCham President as soon as possible.
- 3.4 Co-chairs may be reappointed by the normal selection process to serve additional terms. However, co-chairs are encouraged to serve no more than two consecutive terms if there are qualified committee members interested in taking on the co-chair role.
- 3.5 If a co-chair changes company affiliation before her or his term ends, it will be considered that a vacancy has occurred, and the normal selection process will apply.
- 3.6 In most cases, a co-chair should be affiliated with a prominent international company or organization with presence in Taiwan. A co-chair should demonstrate both personal and professional strengths, including:
- History of engagement with the Chamber, the specific committee, and industry, as well as government officials
 - Solid grasp of the industry and its current issues
 - Strong leadership-and consensus-building skills
 - Availability to regularly attend committee meetings and activities
 - Ability to develop topics and invite speakers for events
 - Proficiency in Mandarin Chinese (at least one co-chair per committee)

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- 3.7 The Board of Governors may remove any co-chair whenever the Board determines it to be in the best interest of the Chamber's reputation and operations.

SECTION IV – MEMBERSHIP

- 4.1 Only bona fide AmCham members may be considered to be committee members.
- 4.2 All AmCham members are free to join committees that interest them, unless the committee has determined – and notified current and prospective members through the office and on-line resources – that it will restrict membership to categories deemed operationally important to achieving the aims of the committee. See the Operations Manual for a current list of restricted membership committees.

SECTION V – BOARD AND COMMITTEE CO-CHAIR MEETINGS

- 5.1 All Co-chairs are urged to join an annual meeting with the Board of Governors in order to share best practices and coordinate activities relevant to the entire Chamber.

SECTION VI – AIT LIAISON

- 6.1 AmCham and AIT interact regularly, exchanging mutually valuable information and collaborating on issues.
- 6.2 Certain officers of the American Institute in Taiwan have honorary AmCham memberships, allowing them to participate in some Chamber activities. Committees may invite AIT officers or local staff to sit in on meetings, either on an ongoing or meeting-by-meeting basis.

SECTION VII – WHITE PAPER & AD HOC ADVOCACY

- 7.1 Each spring, committees and taskforces help produce the *Taiwan White Paper*, the core document for AmCham advocacy that compiles key issues for AmCham and suggestions for government policy.

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- 7.2 The target audience includes Taiwan’s executive branch ministries and legislature; U.S. officials and lawmakers; industry groups; think tanks. and media.
- 7.3 Whether within or outside of the White Paper process, advocacy or policy determinations require documentation of consensus support from committee members prior to being advanced as Committee or Chamber positions. A reasonable amount of consultation time must be accorded for consensus support or non-objection to be obtained.

SECTION VIII – EVENTS

- 8.1 Each year committees should organize at least two events, such as luncheons, breakfasts, facility visits, or after-hours get-togethers, to carry out AmCham’s mission to provide networking and information-sharing opportunities for the membership.
- 8.2 Events also raise the profile and awareness of the committee’s industry and issues, such as fora with Taiwan government and AIT involvement.

SECTION IX – CONDUCTING COMMITTEE MEETINGS

- 9.1 Committees are encouraged to meet at least six times a year, in person or virtually.
- 9.2 During committee meetings, co-chairs should encourage broad participation. With the help of the office, after such meetings they should record the activity and report to the committee membership about any important decisions reached or matters discussed.

SECTION X – MEDIA RELATIONS

- 10.1 The Chairman and President are the official spokespersons for AmCham, and all requests for interviews or press comments/statements must be cleared by them.

- 10.2 AmCham's events usually are open to media only upon a special request from the co-chairs and if the guest speaker agrees. Ground rules (e.g., Chatham House) should be specified to preclude misunderstandings.

SECTION XI – LEGISLATIVE YUAN ADVOCACY

- 11.1 As a general rule, contact with the LY is channeled through that body's leadership, including the Speaker, party caucuses, and committee convenors, and is conducted at the Chamber level rather than by AmCham committees.
- 11.2 Committees wishing to communicate with LY members on advocacy issues must, with ample lead time, present the President with an explanation of the need for the contact and the proposed means of engagement.

SECTION XII – WASHINGTON DOORKNOCK MISSION

- 12.1 AmCham typically organizes an in-person Doorknock visit to Washington every summer to present its priority issues to top U.S. officials, Congress, industry groups, think tanks, and other key influencers.
- 12.2 Committees are invited to raise pertinent issues for the Doorknock agenda and to encourage participation in the delegation, especially in the case of virtual Doorknocks, which allow for greater inclusion.

SECTION XIII – BRANDING

- 13.1 Committees may not alter or modify the AmCham logo or utilize it in events that are not expressly endorsed/sanctioned by the office.

SECTION XIV – NEW MEMBER RECRUITMENT AND DEVELOPMENT

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- 14.1 Co-chairs are encouraged to foster an inclusive environment in welcoming new members and supporting existing members.
- 14.2 AmCham relies on member engagement, retention and recruitment. Committee co-chairs are especially critical contributors to membership promotion and referral.
- 14.3 Outreach to non-members to observe committee meetings or attend Chamber events as guests when suitable is an effective means of recruitment.

SECTION XV – RELATIONS WITH OTHER INDUSTRY GROUPS

- 15.1 AmCham is a collaborative organization that seeks to work with other groups where we have common interests and goals.
- 15.2 The organization has allowed members and staff of other groups to join AmCham, and many of our members belong to other organizations. These guidelines should be observed:
 - In AmCham-organized meetings with senior government officials, the co-chairs should take the lead and represent the committee so that it is clear that the officials are meeting with AmCham.
 - Co-chairs with dual roles in other organizations should disclose such memberships to AmCham.
 - AmCham should not be used as a platform to advance another group's goals that do not completely align with AmCham's.