2027-29 Executive Committee - Nomination Form

To be sent to Stuart Dunn, Executive Director by email at executivedirector@britishchambershanghai.cn (scanned copy). To arrive **before 23:45, Friday, 27 November 2026.**
You will receive a prompt acknowledgement – if you do not get the acknowledgement then email executivedirector@britishchambershanghai.cn.

PROPOSER
Both candidate and proposer must be Representatives of voting Members (Individual Membership and Associate Membership are excluded) of the British Chamber of Commerce Shanghai.

I, _____ of company _____, **nominate**
(Proposer's full name) (Proposer's company name)

_____ of company _____
(Candidate's full name) (Candidate's company name)

as a candidate for the British Chamber of Commerce Shanghai 2027-29 Executive Committee in the position of *(a candidate can be nominated for a **maximum of two** out of the following positions on the ExCo)*:

☐ **Vice Chair** ☐ **Treasurer** ☐ **Consultant Director (Legal)**
☐ **Committee Ambassador** ☐ **Brand and Communications Ambassador**
☐ **Policy Advisor** ☐ **Commercial Advisor** ☐ **At-Large Member**

(Qualification, requirement, roles & responsibilities of the above positions can be viewed in Appendix)

_____
(Proposer's signature)
Proposer's email *(registered in the Chamber database)*: _____
Proposer's phone number: _____
Date: _____

CANDIDATE

Candidate CV – candidates are invited to provide a **high-resolution profile photo** (JPG), and fill in **an online Information Collection Form** (click here) to provide a summary of their expertise and experience working in Shanghai/ China, and the contribution they can bring to the Chamber. Please send the photo and submit the Form online **no later than 23:45, Friday, 27 November 2026**. This information will be used in the election material circulated to Members.

Candidate - If elected, I agree to accept the duties of the position*. I confirm that: (i) I am a representative for a Member that is a UK organisation or an organisation with significant business interests in the UK, (ii) I do not have any interest, relationship or holding that has been determined to be, or (in the view of a reasonable and informed third party) would likely be determined to be, a conflict with the Chamber's interests, and (iii) if I become aware of any information that might indicate that this disclosure is inaccurate, I will promptly notify the Chamber for consideration by its Executive Committee.

Candidate – I confirm I have completed and submitted the online Candidate Information Collection Form.

_____(Candidate's signature) Date: _____

[Appendix]

2027 - 2029 Executive Committee Position Openings

General requirement:

- Each nominee shall be a representative for a Member that is a UK organisation or an organisation with strong association with the UK.
- Each nominee to ExCo must have sufficient seniority such that where they are representatives of:
  - a PLC or Large Organisation, they hold a position of director or equivalent level or above; or
  - an SME, they are a founder, partner or equivalent level.

OFFICER: 3 openings

Officer: Vice Chair (1 opening)

Role & Responsibilities: To support the Chair in his/ her role by sharing the same external and Platinum member engagement duties and can stand in as Chair as required.

Position-specific requirement: The nominee shall have served (up until now or at a previous time) either (i) for a period of more than 6 months as an ExCo member; or (ii) in an active leadership capacity within the Chamber (e.g., as a Committee chair or vice-chair) or a PLC, Large Organisation or SME.

Officer: Treasurer (1 opening)

Role & Responsibilities: The Treasurer shall oversee the financial health of the Chamber and supervise the establishment and implementation of procedures and standards for the orderly conduct of the financial affairs of the Chamber.

Position-specific requirement: The nominee shall have a professional background in finance or accounting and ideally an internationally recognised qualification in at least one of these fields.

Officer: Consultant Director (1 opening)

Role & Responsibilities: The Consultant Director shall assist the ExCo, Executive Director and other employees of the Chamber to consider legal, regulatory and constitutional issues that may arise, assist in formulating and amending the constitution and other governance policies and documents of the Chamber and, where appropriate, support the Chamber's advocacy initiatives.

Position-specific requirement: The nominee shall be qualified to practice law in China or has worked at a legal services or risk consultancy firm in China in a consultancy capacity for no less than five years.

ADVISER & AMBASSADOR: 4 openings

Policy Adviser (1 opening)

The Policy Adviser shall be responsible for assisting the Chamber build stronger relationships with partner government organisations through the Chamber's advocacy initiatives; championing good governance through new policies that support the sustainability of the Chamber and promote business growth for Members; and leading on thought-leadership topics relevant to policy and market conditions. The role will also involve acting as an ExCo sponsor to one of the British Chamber Shanghai's Committees.

Commercial Advisor (1 opening)

The Commercial Advisor shall guide the Chamber in its external commercial offering. Working closely with the Brand and Communications Ambassador, Strategic Advisor and Executive Director to support the strengthening and expansion of the Chamber's commercial activities and membership offering. This will include the membership offering, event IPs, social media and additional commercial activities to ensure the Chamber continues to best service its membership and the community. The role will also involve acting as an ExCo sponsor to one of the British Chamber Shanghai's Committees.

Committee Ambassador (1 opening)

The Committee Ambassador shall facilitate communication and knowledge sharing between the Chamber Committees and ExCo Members. This role will oversee Committee governance and performance; will champion collaboration between Committees Chairs and Vice Chairs; and will ensure Committees stay aligned with the Chamber's constitution and strategic direction. The role will also involve acting as an ExCo sponsor to one of the British Chamber Shanghai's Committees.

Brand and Comms Ambassador (1 opening)

The Brand & Comms Ambassador shall guide the Chamber in its external corporate communications and marketing activities to increase the awareness of the Chamber and to strengthen our brand reputation across East China and the UK. The role advises on how to present the Chamber brand professionally and consistently across the variety of external touchpoints; and how to strengthen messaging towards internal and external stakeholders. The role will also involve acting as an ExCo sponsor to one of the British Chamber Shanghai's Committees.

AT-LARGE: 2 openings

The At-large ExCo Member shall contribute to the overall development of the Chamber, bringing relevant industry knowledge, business experience and professional networks to support the Chamber's work and its engagement with members and the wider business community. The role will involve contributing to ExCo discussions and decisions on the Chamber's strategy, organisational matters, membership and key activities. The role will also involve acting as an ExCo sponsor to one of the British Chamber Shanghai's Committees.

[End of the Document]