

Dear Members

As the leading Australian business chamber of commerce in China we are committed to providing quality member value and services. Best practice in governance is a crucial element of this commitment and we continue to enhance the frameworks and procedures that support this goal.

In line with this, the full Board of AustCham Shanghai recently requested the Audit and Risk Committee to conduct a governance review.

The Committee engaged with Chamber members and stakeholders to inform the recommendations to the Board. The Board has subsequently met and endorsed these recommendations and the following outcomes:

1. Annual review of Directors' eligibility

The Nominations Committee should review the eligibility of all directors – new and incumbent – to serve on the AustCham Shanghai Board each year, in accordance to the [Nominations Committee charter](#).

2. Continuance of the Company Secretary role

The Company Secretary's role is important to the management of the Chamber and should continue to play the role it does in the support of the Board.

3. Enhancement of Board induction process

The Board has undertaken to enhance the annual Board induction process and education provided to all directors. This should include best practice information regarding conflicts of interest and how they should be managed.

4. Increasing platforms for dialogue

Members will be provided with information more regularly around avenues to provide feedback to AustCham Shanghai.

5. Deeper review of governance documentation

The Board will undertake an assessment of the governance documents and charters and seek to improve and align language for the clarity of members. These changes will be made in the new Board term starting July 2020 and all members will be invited to provide feedback.

Should members have any questions around the recommendations, please feel free to reach out to Lisa Pipito, Company Secretary, at Lisa.Pipito@austchamshanghai.com.

Yours sincerely,

AustCham Shanghai Board of Directors
9 June 2020