

TERMS OF THE CHAIR COMMITTEE ENGAGEMENT AGREEMENT

In consideration of the fact that the Chamber and the Committee Chairs/Co-Chairs closely interact after the elections as well as the fact that due to being elected the Committee Chairs/Co-Chairs get certain attribution to the Chamber and its brand, each of the Parties hereby agrees as follows:

1. Committee Chairs/Co-Chairs pledge to:

1.1 Be instrumental in the formation of the agenda and in setting activity priorities of the committee. The agenda for each year should be prepared at the end of the previous year for the following one.

1.2. Personally attend and Chair/Co-Chair the Committee meetings, or in case of absence inform upfront the other Co-Chair (in case of more than one Chairperson) and provide a proxy. In case a Committee Chair/Co-Chair does not participate in person (face to face or virtually) in at least 50% of the meetings, he/she will be subject to a procedure before the Board that may result in their suspension or dismissal from the position.

1.3. Make best efforts to collaborate and coordinate with the other Chair/Co-Chair (if any) on their joint strategic planning of the activities of the Committee, executing their annual agenda/plan, and on operational matters.

1.4. The Chair/Co-Chair, jointly and in agreement with the other Co-Chair (when applicable) shall present at the end of the current year their Annual plan for the following one and shall report to the Committee Lead twice a year with a simple summary of the committee's activities (mid-year, end-year). In addition to the foregoing, the Chair/Co-Chair shall report to the Committee Lead ad hoc in case of emergency issues.

1.5 Upon request from the Chair/Co-Chair addressed to the Committee Lead, the Chair/Co-Chair shall be entitled to one presentation in person to the full Board per year.

1.6. Every Chair/Co-Chair is encouraged to share knowledge, exchange ideas and best practices, and cooperate with the Chairs/Co-Chairs of other committees for the sake of implementation of AmCham's Priorities, and identified and agreed common goals (incl. common goals of a group of members that are represented in different committees), etc.

1.7. Work jointly with the other Committee Chairs/Co-Chairs, the Committee Lead, and - when needed - the Communications & Public Affairs Manager, to solve urgent issues related to the agenda of the committee (including participation in developing and approving position papers, submitting urgent comments to mass media, etc.).

1.8. Represent and advocate for the Chamber by expressing positions approved by the committee and/or the Chamber.

1.9. Not use Committee as a platform for promoting vested corporate interests.

1.10. Act as a Chair/Co-Chair of the committee in a personal capacity as an expert and not as a corporate representative of a Chamber's member in all matters related to the committee's activity.



1.11. Not disclose any confidential information related to the committee's activity or commit any other acts that could harm the Chamber's reputation. In case of violation under item 1.8, the Chair/Co-Chair should either step down from the position or the Board can decide to terminate his/her mandate as a Chair/Co-Chair.

1.12. Not to hold Leadership position in other national, bilateral, or foreign chambers of commerce and as described in the STATUTES OF THE AMERICAN CHAMBER OF COMMERCE IN BULGARIA.

1.13. Report any real or potential conflict of interests* to the Committee Lead and refrain from taking an active role in developing a position on related issues. Conflict of interest is a situation that has the potential to undermine the expert impartiality of the committee because of a possible clash between personal or corporate interests and the role and reputation of the committee, and/or of the Chamber as a whole.

1.14. Carry out their duties with due care, good faith, skill, and proper judgment for the sole benefit of the Chamber, the respective committee and its Members.

1.15. Promote the values, priorities, and activities of the Chamber by:

- a. Emphasizing the Chamber's role in the development of the business environment in Bulgaria and sharing information about the Committee's activities during direct interactions with members of the business community and policymakers, based on key messages provided by the Committee Lead and the Communications & Public Affairs Manager.
- b. Introducing themselves as AmCham Committee Chairs/Co-Chairs at high-level local and international events when covering industry-related issues which are in line with Chamber's priorities and Committee's agenda, as well as mentioning specific Chamber's achievements in the respective sector.
- c. Recommending the Chamber to business partners.

1.16. Inform in advance the Committee Lead and Communications & Public Affairs Manager about any participation in press events and press interactions where the Chamber's position on issues related to the Committee's agenda might need to be presented and the Chair/Co-Chair status would be mentioned.

1.17. Agree and align all external communication activities, including business meetings with external stakeholders, related to promoting the Committee's agenda with the Committee Lead and the Communications & Public Affairs Manager, and provide feedback.

1.18. Resign from the Chair/Co-Chair position in case of being elected to any public service position or state or local government office.

1.19. With prior consent, perform other functions in the interests of the Committee and/or the Chamber at large as decided by and/or agreed with the Chamber Board of Directors and the Chamber President.

2. The Chamber provides Committee Chairs/Co-Chairs with the following:

2.1 Opportunity to share knowledge and information in various formats with top experts from the respective field;

2.2 Opportunity to participate in exclusive meetings organized by the Committee and/or Chamber activities (including meetings with high-level state officials);



2.3 Opportunity to promote themselves as experts within the framework of the Committee's meetings, interaction with the state officials, as well as be the first to comment on media inquiries and, therefore, be cited in relevant media sources. All communication with media and state officials should be pre-approved with the Committee Lead and Communications & Public Affairs Manager

3. Nothing in this cooperation agreement should be construed to conflict with any of the terms and conditions of any management or employment agreement that the Chair/Co-Chair may be a party to from time to time. In case of conflict between this cooperation agreement and any such management or employment agreement, the latter's provisions shall prevail at all times.

*as per the STATUTES OF THE AMERICAN CHAMBER OF COMMERCE IN BULGARIA



