

AUSTCHAM SOUTH CHINA BOARD DIRECTORS MONTHLY BOARD MEETING AGENDA ITEM SUBMISSION FORM

Please note that the following items will be present on the Agenda at each meeting and do not require a submission:

- 1.1 Chair and Deputy Chair's Report to the Board
- 1.2 Treasurer's Finance Report
- 1.3 Ex-Officio Government Update

Proposed Agenda Item: _____

What key operational area does your proposed agenda item fall under (please only select one):

- Finance & Administration
- Better China Business Program Working Group
- Australian Product Showcase Working Group
- Young Professionals Program Working Group
- Business Matching Platform Working Group
- Networking & Social Events Working Group
- Other Initiatives (please specify):

Briefly outline the main points you wish to cover in your discussion with the Board

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PREPARED & SUBMITTED BY: _____

Please submit your Agenda Items to Chuan Tran with any other relevant attachments via E-Mail no later than 3 business days before the scheduled Board Meeting. If you have more than 2 Agenda Items, please advise Chuan in your Agenda Item Submission and he will endeavor to accommodate those extra items for you

Please note that monthly Board Meetings are held on the second Wednesday of every month at 2-3:30PM (GZ Time) unless otherwise advised. If you have any further inquiries regarding the Board Meeting process, please get in touch with Chuan via email or WeChat