

STRUCTURE OF THE SWEDISH CHAMBERS COMMITTEES

**According to the donut strategy of the chamber
discussed at the chairpersons meeting February 28, 2024**

In addition to the mandatory committees associated with the Management Board of the Swedish Chamber of Commerce (including the Executive Committee, Finance Committee, Nomination Committee, and Cash Committee as per regulations), the Swedish Chamber of Commerce currently maintains the following additional committees:

- Sustainability Committee
- Tech Committee
- Diversity & Inclusion Committee
- Communication & Branding Committee
- Member and Patron Committee
- Constitutional Committee

Introduction

This document describes the structures of the Swedish Chamber of Commerce who should all be set up in the same way and with the same objectives and responsibilities. The Swedish Chamber of Commerce Committees strengthens the business network and makes sure the Chamber is future-proof and fit for purpose. The Swedish Chamber of Commerce is proud to present its Doughnut strategy by presenting the Committees. With this strategy, the Chamber aims to future-proofing the Swedish Chamber by empowering its purpose and targets and making sure its governance and structure is fit for purpose. The committee members are prominent and engaged business professionals representing a variety of sectors complementing the already strong composition of the board.

Chairperson and responsibility

The Committees fall under the responsibility of the Board, with the Committee Chairperson serving as a Board member. The Chairperson is responsible for reporting to the Board on committee programmes and financing and must seek the Board's approval for key decisions.

General structure and criteria to join the Swedish Chamber of Commerce Committees

- Criteria:

1. The Committees are Chaired by a Member of the Board of the Swedish Chamber of Commerce.
 2. All Committee members have to be a corporate member of the Swedish Chamber of Commerce.
 3. The number of Committee members for each Committee should range from three to six members.
 4. The Chairpersons agreed that a criteria to become a member of a Committee is that either the person or the company has expertise within that area the committee operates in. The person or company should have a minimum of 2 years' experience within this area.
- It should be possible but not mandatory to invite guests to advise the Committee. Maximum one guest per meeting.
 - Committee members and chairpersons hold their positions in the Committees for two years. Could be re-elected for a one or two-year period. The period stops automatically if the person or company ends their membership or if the Chairperson is not a member of the board anymore.
 - The CEO/general manager will participate in all committees, with management trainees joining committees aligned with their focus areas.

Committee meetings

- All Committees should have one meeting per quarter, approximately one month before the board meeting. The meetings can be digital or live.
- The Committee meetings should take place within one month of an approaching Board meeting to update the Board with the latest updates and to ask for the approval of the Board for upcoming activities.
- The Chamber will book these meetings.
- It is recommended that at least one meeting should be conducted live.
- Additional meetings may be scheduled for event planning or other needs.

Young Professional

- The Sustainability-, Tech-, Diversity & Inclusion and the Branding & Communication Committee are encouraged to welcome a Young Professional member in the Committees. Possibly the Young Professional could be invited to a co-chairmanship. The co-chairmanship would work as a two-way collaboration between the Chairperson of the Committee and one Young Professional, acting as co-chair. The co-chairperson would hold the position for one year with one-year possible extension.

- The Young professional has to be a member of the Young Professionals of the Swedish Chamber of Commerce however, not necessarily require them to work for a Swedish Chamber of Commerce member organisation.
- The Young Professional could be from the same organization as a senior colleague as long as the YP doesn't feel intimidated by the colleague.
- The co-chairpersonship is a member benefit for the Young Professionals members. It can be used as an opportunity to involve members and connect young people within the network with the Chamber's activities.
- There will only be one Young Professional Committee member at the time per Committee.

Criteria for Young Professional to join the Committees:

Should be a Young Professionals member.

- Between 21-36 years old.
- Must have a mandate from their companies to take part in Committee meetings and activities during working hours.
- Certain degree of knowledge and competence of the topic of the specific Committee and work within the domain covered by the committee in their daily work.
- The Young Professional member should be employed rather than enrolled as a student.

How to apply for the Swedish Chamber of Commerce Committees:

- The Committee members are published on the website of the Swedish Chamber of Commerce.
- The Swedish Chamber of Commerce informs the members of the Swedish Chamber of Commerce and Young Professionals when there is a vacancy in a specific Committee.
- Applications for the Swedish Chamber of Commerce Committees are open to all members of the Swedish Chamber of Commerce and Young Professionals who are fulfilling the criteria.
- The applications together with a personal motivation letter are sent to info@swedishchamber.nl. Note that the committees can place recommendations for candidates who don't need to send in a motivational letter.
- The application(s) will be sent to the significant Committee which will discuss the applicants and select the new Committee member.
- The Chairperson of the Committee informs the Board of the new Committee Member.
- Chairpersons are chosen organically through recommendations. Interest in chairperson roles can be gauged during board meetings.