



23<sup>rd</sup> October, 2013

## Nomination & Expression of Interest – CEEC Board

Please be advised that the **Annual General Meeting** for **CEEC International Ltd (CEEC)** will be held on Thursday, 21<sup>st</sup> November, 2013, at 5.00 p.m. (AEDT).

In accordance with the Constitution for CEEC International Ltd., all Board members are required to retire from office or seek re-election no later than the second Annual General Meeting following his or her election or appointment, and are able to immediately offer themselves for re-election.

I wish to **call for expressions of interest** to join the CEEC International Ltd Board. The skills we are seeking for Directors include the following:

- Outstanding integrity
- Previous Board experience
- High level of expertise in their field
- Executive-level responsibility in the industry or related fields
- Strong networks with senior industry leaders
- Resources and commitment to make a significant contribution to the deliberations and results of the CEEC International Ltd. Board.

We value the contribution that Board members make to the ongoing development and growth of CEEC International Ltd. The expectations and responsibilities include:

- Understanding the aims and mission of CEEC International Ltd
- Helping to develop the CEEC International Ltd. strategy, ensuring goals and objectives are clearly identified and realistic
- Reviewing and approving the CEEC International Ltd. strategy, budgets and financial plans
- Monitoring the organisation's performance in delivering benefits to its members
- Ensuring the integrity of the organisation's operating practices and financial statements by providing appropriate oversight
- Ensuring CEEC International Ltd. is adequately funded
- Appointing, monitoring and reviewing the performance and remuneration of the Executive Officer
- Attending and actively engaging in Board meetings
- Supporting CEEC International Ltd. by nominating a person in your organisation with responsibility for engagement with CEEC International Ltd.



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The Board usually holds one planning session in each financial year, during which past activities are reviewed and a strategic plan developed for the next twelve month period.

It is also expected that Board Members (or nominated personnel from their respective organisations) will be available, as necessary, to participate in working parties and use resources available to develop discussion papers for Board review.

If you are interested in nominating for a CEEC International Ltd. Board position, please submit your curriculum vitae and cover letter detailing your interest to [admin@ceecthefuture.org](mailto:admin@ceecthefuture.org) or [sarah.boucaut@ceecthefuture.org](mailto:sarah.boucaut@ceecthefuture.org) by 5.00 p.m. (AEDT) on 31<sup>st</sup> October, 2013.

A handwritten signature in black ink, appearing to read 'Elizabeth Lewis-Gray'.

Elizabeth Lewis-Gray  
Chairman



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