

Committee Excellence Advisory Council

Guidelines

Committees are a foundation of the ACCJ's activities.

Feedback from members & leaders* has shown the need for:

- Better communication internally and externally to drive engagement
- Opportunities for leadership development / sharing best practices
- Coordination between Tokyo and Kansai/Chubu chapters
- Guidelines to align committee activities and member expectations

**based on member surveys , MRAC research, Leadership Forum*

Committee is...

1. comprised of members who share common business, industry, or other related interests and who meet regularly to discuss issues and exchange ideas and information on topic relevant to their industries or professions.
2. a drive for advocacy initiatives, information sharing within and across industries, and/or networking throughout the membership.
3. led by a Chair, Co-chairs, and Vice Chairs.
 - **Open committee:** available for all members to join.
 - **Closed committee:** an approval by committee chair is a requirement to join the committee.

Subcommittee is..

1. a specialized group, often related to one part of an industry, that operates under a parent industry committee.
2. a support group to the parent committee to achieve its overall mission.
3. led by a Chair, Co-chairs, and Vice Chairs.

Committee meeting is...

- a venue to discuss committee goals, events, advocacy activities, and/or relevant industry issues.
- open to all of a committee's members to increase engagement and inclusivity.

Speaker event is...

- a program in the form of a single speaker event, panel/multiple speaker event or workshop/training session.
- open to all members (unless specified otherwise by the hosting committee chairs).

Networking event is...

- a source of networking opportunity for members.
- open to all members (unless specified otherwise by the hosting committee chairs).

Minimum Requirements

Applies to all open committees (one calendar year: Jan.- Dec.)

Exceptions will be extended to closed committees (limited membership) & subcommittees.

**CEAC reduced the minimum requirements for 2020 due to challenges faced by COVID-19.*

- 2** Committee meetings
(*1 committee meeting for 2020)
- 2** Email messages from Committee leaders to all members of the Committee
- 2** Touch points (touch points include: committee meetings, speaker events, networking events, workshops and/or advocacy document) (*1 touch point for 2020)

Tracking and Additional Guideline

Goal-setting at the start of each year

- Set target number of events and committee meetings

Key metrics (bi-annual):

- Member list
- Event list with number of attendees
- Attendance records

Distinction between main-host vs. co-host

- Co-hosted speaker events, networking events and/or workshops (whereby the committee lends name / mailing list only) will **NOT** be included in the committee portfolio

Guideline for maximum event number of 10

Committee Leadership

- Online Leadership Guide is available on the ACCJ website.
- Committee Leaders asked to participate in LF and training sessions.
- After 6 consecutive years in same leadership role, consider stepping down for 1 year (same as BOG members).

Training

- Annual training opportunities for all chapters:
 - Advocacy Overview
 - Program Excellence