

# **Committee Excellence**

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(CEAC)*

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

## Drive excellence in committees by providing leaders with guidelines, training, and support to:

CEAC OBJECTIVES	2018 ACHIEVEMENTS
<p>1. Improve the committee experience</p>	<ul style="list-style-type: none"> <li>➤ Established guidelines and minimum requirements to help address member needs</li> </ul>
<p>2. Maximize the impact of committees on the ACCJ's three pillars of networking, information-sharing and advocacy.</p>	<ul style="list-style-type: none"> <li>➤ Hosted 4 training sessions for committee leaders</li> <li>➤ Published online Leadership Guide</li> </ul>
<p>3. Establish, over time, an objective and transparent process for tracking committee performance</p>	<ul style="list-style-type: none"> <li>➤ Evaluated committee performance and member experience:               <ul style="list-style-type: none"> <li>• number of events</li> <li>• leader attendance</li> <li>• committee member feedback</li> </ul> </li> </ul>

# 2019 Objectives and Goals

CEAC OBJECTIVES	2019 Goals
<p>1. Improve the committee experience</p>	<ul style="list-style-type: none"> <li>➤ Refine and promote minimum requirements to help address member needs</li> </ul>
<p>2. Maximize the impact of committees on the ACCJ's three pillars of networking, information-sharing and advocacy.</p>	<ul style="list-style-type: none"> <li>➤ Host 4 training sessions for committee leaders</li> <li>➤ Revise agenda template for committee meetings</li> </ul>
<p>3. Establish, over time, an objective and transparent process for tracking committee performance</p>	<ul style="list-style-type: none"> <li>➤ Define key terms</li> <li>➤ Establish metrics for Chubu and Kansai Chapters</li> <li>➤ Continue to evaluate committee performance and member experience</li> </ul>

## 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).

# 2019 Minimum Requirements

Applies to all open committees (one calendar year: Jan.- Dec. 2019)

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

- 2** Committee meetings (\*Revised for 2019)
- 2** Email messages from Committee leaders to Committee members
- 2** Touch points (meetings, speaker events or networking events) (\*Revised for 2019)

# Tracking and Additional Guideline

Goal-setting at the start of each year

- Set target number of events and committee meetings

Annual committee satisfaction survey at the end of the year

Key metrics (bi-annual):

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

Distinction between main-host vs. co-host (\*NEW in 2019)

- Co-hosted events and meetings (whereby the committee lends name / mailing list only) will **NOT** be included in the committee portfolio

Guideline for maximum event number of 10 (\*NEW in 2019)



## 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 (Spring/Fall)
  - Program Excellence (Spring/Fall)