

BCCJ's Executive Committee Role

The role of the BCCJ's Executive Committee (Excom) is primarily a strategic one. The Excom decides the purpose and the overall goals of the BCCJ and sets a framework for their implementation and achievement. The key responsibilities of Excom are to:

- Set suitable organisational aims and objectives
- Set a budget which allows the BCCJ to fulfil its purpose
- Agree policies, targets and priorities
- Monitor and review the performance of the BCCJ and the Secretariat

The Excom, together with the Executive Director, are committed to open communication with the BCCJ membership and the wider business community.

Composition of the Excom

The Excom consists of a minimum of twelve (12) and a maximum of fifteen (15) members. In addition, there are two ex-officio members, representing the British Embassy Tokyo and the British Council Japan, plus the BCCJ Executive Director who records the monthly Excom meetings.

The Excom seeks an appropriate balance of members of the business community with specific skills and experiences that will benefit the BCCJ and its membership at large. Excom members serve for a one-year term (April to March). This can be reviewed and renewed annually.

Decisions regarding the appointment, extension of term of office and removal of an Excom member, including the President or the Vice President, are made by a majority vote of all other Excom members. All other decisions are made by a majority vote of Excom members, with the President having a casting vote in the event of a tie. No Excom member has a right of veto. Most decisions are reached by consensus and are unanimous.

Meetings

The Excom meets eleven (11) times during the year, excluding the month of August. The BCCJ Annual General Meeting (AGM) is held in April. In addition, there are normally two to three ad hoc meetings during the year.

Excom members are expected to attend the regular Excom meetings and the AGM. In addition, Excom members are expected to attend as many BCCJ events as possible throughout the year to retain and increase membership of the BCCJ and to act as liaison between the membership and the Excom.

Each Excom member will also elect to join one of 4 pillar taskforces, all of which the BCCJ has identified as crucial for the future sustainable growth of business in Japan, the UK, and globally. The taskforces help with defining themes, content and events of interest to the Chamber and supporting membership growth. They also organise quarterly meetings with members to solicit feedback, share information and ensure members' needs are being met around the 4 pillars. These pillars are: Responsible Business, Diversity Equity and Inclusion, Digital and Tech Innovation, and External Affairs.