



Australian and New Zealand Chamber of Commerce in Japan

NOMINATIONS FOR THE EXECUTIVE COUNCIL ARE NOW OPEN. PLEASE COMPLETE THE FORM OVERLEAF AND RETURN TO THE SECRETARIAT BY COB 9 OCTOBER 2017.

THE EXECUTIVE COUNCIL

The Executive Council is the governing body of the ANZCCJ. As a group, the Executive Council determines the Chamber's policies and priorities and oversees its financial affairs. The main roles and responsibilities of Executive Council members include:

- Being a senior representative for the ANZCCJ, its objectives and activities and seek to increase its membership base.
- Participating in monthly Executive Council meetings (generally from 8-9am in the fourth week of the month).
- Actively participating in or chairing one or more ANZCCJ Committees and working groups to deal with specific issues or initiatives and act as a liaison between the Executive Council and that Committee/working group.
- Overseeing the proper management of the ANZCCJ's annual budget.
- Attending ANZCCJ events related to their Committee and joint foreign chamber events whenever possible.
- Participating in strategic planning and stakeholder engagement sessions.
- Acting as MC or moderator at events, particularly those related to the Committee with which the council member is affiliated.
- Overseeing the Secretariat's management of the ANZCCJ's operations.

COMMITTEES AND WORKING GROUPS

Executive Council Members contribute through active participation in one or more of ANZCCJ's Committees and working groups.

When appropriate or necessary, Executive Council members serve as Chairs or Vice Chairs of those groups.

- Food, Agriculture and Hospitality Committee (FAHC)
- Sports for Business Committee
- SME Support Program
- Key stakeholder and member engagement

Executive Council duties and responsibilities associated with Chamber Committees and working groups include:

- Defining Committee terms of reference
- Drafting policy statements, recommendations and technical documents for approval by the Executive Council
- Coordinating regular meetings (usually monthly or bi-monthly) with Committee members as required to achieve the Committee's objectives

Chairs and Vice Chairs of ANZCCJ Committees are decided by the Executive Council.

ABOUT US

The Australian and New Zealand Chamber of Commerce in Japan (ANZCCJ) is an independent, non-profit organisation that has been dedicated to the development of commerce between Australia, New Zealand and Japan since 1972.

The ANZCCJ currently has approximately 650 members. The membership consists of Australian and New Zealand members conducting business in Japan, Japanese companies with economic ties to Australia and New Zealand, overseas members and others maintaining business relationships between Japan and Australia/New Zealand.

ANZCCJ's mission is to play a constructive and meaningful role in developing Australia/New Zealand-Japan business by providing Members with an effective source of information, representation and commercial connections.



Executive Council Nomination Form 2017-2019

Election date: 17 October 2017

NOMINATIONS FOR THE COUNCIL ARE OPEN UNTIL COB 9 OCTOBER 2017. IF YOU HAVE ANY QUESTIONS ON WHAT IS INVOLVED OR ABOUT THE CHAMBER, PLEASE CONTACT ONE OF OUR CURRENT EXECUTIVE COUNCIL MEMBERS OR OUR EXECUTIVE DIRECTOR.

Andrew Gauci (Chair)

Melanie Brock (Chair Emeritus)

Edward Cole (Vice-Chair)

Sally Townsend

Catherine O'Connell (Vice-Chair)

Gerard Adams

Martin Spann (Treasurer)

Tim Barnstable

Kohei Tsushima

Nobi Yamaji

Grant Knuckey

Damien Roberts

Cristina Merino

The term of office of elected members of the Executive Council is two years however members should nominate for a position on the basis that they will, if possible, make themselves available for two terms. The Council works together so that each member can build the skills and experience necessary to assume a leadership role as a Committee Chair, Vice Chair or Treasurer after having served on the Executive Council for one year.

If you are interested in putting your name forward as a nominee for the ANZCCJ Executive Council for 2016–2018, please fill out the form below and return to the Secretariat by COB 14 July 2016. Completed forms must be sent to the Secretariat at info@anzccj.jp or faxed to 03-5545-9906

Please note that a proposer and a seconder, **both current members of the ANZCCJ**, must sign the nomination form to validate the nomination.

Nominee: _____

Proposer's Name: _____

Signature: _____

Seconder's Name: _____

Signature: _____

I accept the nomination to stand for the 2017-2019 Executive Council of the Australian and New Zealand Chamber of Commerce in Japan.

Nominee's Signature: _____

Date: _____

Information you wish to share with members* (Please attach a photo and self introduction of 100 words or less stating why you wish to join the Executive Council) *This information will be published on the ANZCCJ website and booklets before the event.