



Committee Charters

ALL COMMITTEE CHAIRS ARE APPOINTED BY THE CHAPTER PRESIDENT

Current Committees:

- Ambassadors of Fun
- Community Affairs
- Gala
- Golf
- High-Rise & Condominium Managers Forum
- Magazine
- Membership
- Legal Forum
- Programs
- Sporting Clays
- Trade Show/Expo

AMBASSADORS OF FUN COMMITTEE

Purpose: To plan and execute non-education-based events while promoting networking and cultivating deeper relationships.

Success can be measured by attendance and engagement with members.

Commitment: Year-round; varies depending on event.

Committee roles, goals and responsibilities include:

- Attend Committee meetings. **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least four (4) committee meetings per year.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Philanthropy: develop strategic philanthropic involvement within the community. Plan at least Two (2) events per year – one in spring and one in fall.
- Non- educational based events which fall under this committee are as follows:
 - Bowling Tournament
 - Cornhole Tournament
 - Annual Toy Drive and Tacky Outfit – December
 - Events are subject to change pending Board Approval.
- Marketing Campaign: promote as an opportunity for Business Partners to network with managers and for management companies to network with board members and for team building for office staff
- Research and provide information on location for each event.
- Research and provide cost information for all aspects of the events, location costs, food, drink, etc.
- Sell sponsorship opportunities and distribute information to all potential attendees.
- Submit a budget by October 1 each year to CED.

COMMUNITY AFFAIRS COMMITTEE

Purpose: To plan and execute non-education-based events while promoting networking and cultivating deeper relationships.

Success can be measured by attendance and engagement with members.

Commitment: Year-round (typically meeting once each quarter, virtually)

Committee roles, goals and responsibilities include:

- Attend Community Affair Committee meetings. **Committee membership may be terminated after TWO unexcused absences.**
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Committee Meetings – There will be at least four (4) committee meetings per year which will include at least one debrief after the event.
- Responsible for working with local municipalities to create half-day educational events to raise awareness amongst self-managed or non-member board members and community association leaders.
- Municipalities: coordinate with local municipalities on contacts and driving education CAI can provide for community meetings related to community associations. Decide on standard programs or topics to help cities.
- Attend City events or provide volunteers for City events or booths.
- Board Leadership & Development Workshops (BLDW): work with Programming committee to facilitate at least 1 workshop per year. Research and provide cost information for all aspects of the Board Leadership & Development Workshop, room location and rental, food, drinks, educational material etc.
- Coordinate with the education director any CAI specific materials needed for events.
- Coordinate with Speakers on CAI Protocols for events and coordinate programs. Speakers can use a logo from their company, but they can promote the use of the company to attendees. Speakers are a representative of CAI.
- Submit a budget by October 1 of each year to CED.

GALA COMMITTEE

Purpose: To plan and execute the annual Gala as a major revenue generator for the chapter.

Success can be measured by attendance, value to our members and revenue generated by this event.

Commitment: November through May

Committee roles, goals and responsibilities include:

- Attend Gala Committee meetings, **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least six (6) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Awards: determine criteria for annual awards and the categories for the awards.
- Coordinate with Education Director for submittals and judges.
- Coordinate award for each award category.
- Coordinate an emcee for the evening.
- Submit a candidate(s) for DFW CAI Hall of Fame honoree to the Board of Directors. Board to have final vote.
- Marketing Campaign: promote as an opportunity for Business Partners to network with managers and for management companies to network with board members and for team building for office staff
- Research and provide information on location for the gala tournament.
- Research and provide cost information for all aspects of the gala, room rental, food, drinks, band/DJ, theme.
- Sell out tickets and tables for the event, consider pricing and increased value.
- Sell sponsorship opportunities and distribute information to all potential attendees.
- Assist in all aspects of set up, registration, sponsor assistance, and other duties on the day of the gala.
- Submit a budget by October 1 of each year to the CED.

GOLF COMMITTEE

Purpose: To plan and execute the annual golf tournament as a major revenue generator for the chapter.

Success can be measured by attendance, value to our members and revenue generated by this event.

Commitment: July through October

Committee roles, goals and responsibilities include:

- Attend Golf Committee meetings, **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least five (5) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Sell out foursomes, consider pricing and increased value.
- Marketing Campaign: promote as an opportunity for Business Partners to network with managers and for management companies to network with board members and for team building for office staff.
- Research and provide information on location for the golf tournament.
- Research and provide cost information for all aspects of the golf tournament, room rental, Food, drinks, golfing, etc.
- Sell sponsorship opportunities and distribute information to all potential attendees.
- Engage sponsors for raffle baskets and goodie bag items.
- Assist in all aspects of set up, registration, sponsor assistance, and other duties on the day of the Tournament.
- Submit a budget by October 1 of each year to the CED.

HIGH RISE AND CONDOMINIUM MANAGER FORUM COMMITTEE

Purpose: to plan and execute the annual High Rise & Condominium Managers Forum as an event for our chapter focused on topics which affect condominium and high-rise communities.

Success can be measured by attendance, revenue generated by the event, survey from attendees and sponsors.

Commitment: Year-round, with primary focus March through June

Committee roles, goals and responsibilities include:

- Attend High Rise Manager Forum Committee meetings, which are typically held every month from October – March each year. **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least five (5) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Research and provide information on location for the High Rise Forum.
- Create invite for sponsors and board members.
- Decide on topics and coordinate speakers for each topic.
- Research and provide cost data for each aspect of the High Rise Forum, room rental, food, drinks, parking other costs.
- Marketing for High Rise Forum, work with Education Director to promote the show
- Distribute High Rise Forum information to exhibitors, speakers, and potential attendees.
- Engage sponsors for raffle prizes for attendees.
- Coordinate breakfast, lunch and happy hour after the forum (if applicable)
- Assist in all aspects of the High Rise Forum; set up, registration, volunteers, sponsor assistance, Education classes and other duties on the day of the forum.
- Organize topics and choose locations for 3 quarterly “Coffee talk” sessions, designed to include high-rise and condominium homeowners.
- Submit a budget by October 1 for each year to CED.

MAGAZINE COMMITTEE

Purpose: To increase brand exposure, find new ways to be relevant and communicate with our members while delivering value.

Success can be measured by delivering high quality quarterly magazines.

Commitment: Year-round (typically meeting once each quarter, in-person)

Committee roles, goals and responsibilities include...

- Attend Committee meetings **Committee membership may be terminated after TWO unexcused absences.**
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Committee Meetings – There will be at least four (4) committee meetings per year; one per quarter.
- Quarterly Newsletter: each committee member is responsible for producing or acquiring 1 article per quarter.
- If applicable this committee could be responsible for the chapter website, social media, web portals or other apps.
- Submit a budget by October 1 of each year to CED.

MEMBERSHIP COMMITTEE

Purpose: to develop and execute strategic marketing campaigns to grow membership, increase retention percentages and deepen relationships.

Success can be measured by an increase in membership and retention percentages.

Commitment: Year-round; with a heavier focus in the first two quarters of the year.

Committee roles, goals and responsibilities include:

- Attend Membership Committee meetings. **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least five (5) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Membership drives: 2 big pushes per year. The goal is **XX** new members per membership drive.
- New member happy hours: 1-2 per year, including introductions, benefits of membership, share ideas, getting involved and engaged
- Renewal Program: develop a program that actively seeks renewals. (Proactive vs Reactive) goal= increase renewal retention by 5% in 2020. Ultimate goal: 95%
- Distribute prospective packets to all prospective members at all programs.
- New members: reach out to new member once they join and again at 6-month mark to see how things are going. This could be done by the Ambassadors as well as CED.
- New member gifts -what is included and sent to new members.
- Review new, expired, rejoined, and renewed membership rosters.
- Submit a budget by October 1 of each year to CED.

LEGAL FORUM COMMITTEE

Purpose: to plan and execute the annual Legal Forum as an event for our chapter focused on topics which affect our membership.

Success can be measured by attendance, revenue generated by the event, survey from attendees and sponsors.

Commitment: August through November

Committee roles, goals and responsibilities include:

- Attend Legal Forum Committee meetings, which are typically held every month from October – March each year. **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least three (3) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Research and provide information on location for the Legal Forum.
- Create invite for sponsors and board members.
- Decide on topics and coordinate speakers for each topic.
- Research and provide cost data for each aspect of the Legal Forum, room rental, food, drinks, parking, and other costs.
- Marketing for Legal Forum, work with CED to promote the show
- Engage sponsors for raffle prizes for attendees.
- Coordinate breakfast, lunch and happy hour after the forum (if applicable)
- Assist in all aspects of the Legal Forum; set up, registration, volunteers, sponsor assistance, Education classes and other duties on the day of the forum.
- Submit a budget by October 1 for each year to CED.

PROGRAMS COMMITTEE

Purpose: Provide educational and informative programs that are nationally accredited by CAI that are not business advertisements. Provide a balance of programs that interest association volunteer leaders, managers, and business partner members.

Success can be measured by attendance, revenue generated by programs, survey results.

Commitment: Year-round, with heavier focus in Winter/Spring

Committee roles, goals and responsibilities include:

- Attend Program Committee meetings. **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least three (3) committee meetings per year.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- ~~Work with CAI National to schedule appropriate M-series courses throughout our Chapter.~~
- Breakfast/Lunch and Learn Programs: create and execute at least 6 educational programs per year that are accredited for continuing education credit by CAMICB.
- Membership Specific Programs: develop and facilitate intermediate and expert level education-based programs for more tenured manager members
- Board Leadership & Development Workshops (BLDW): coordinate with the Community Affairs Committee to facilitate at least 1 workshop per year.
- ~~Business Partner Essentials Program: facilitate at least 1 workshop per year~~
- ~~Realtor Program: facilitate educational program for area Realtor offices, once approved for licensing credit.~~
- Assign program coordinator (s) for each program.
- Submit overall budget October 1 of each year to CED.
- The program coordinator will fill out a 'program coordinator's responsibilities form' for each program they are responsible for, which includes;
 1. Submit budget
 2. Find a location within budget and perform inspection of property to make sure it is suitable for a program.
 3. Select date, time, and location.
 4. Find presenter (s) who is educated on the selected topic. Confirm availability and be certain they understand this is not to advertise their business- educational only. Keep in mind, we need to give all BP's the opportunity to present.
 5. Gather presenter(s) biographical information about presenter. Send this information and contact information for the presenter to CED as soon as possible.
 6. Send CED two to three sentences on what an attendee will learn by coming to this program.
 7. Send everything to committee chair and CED at least four weeks before program.
 8. Attend as many programs as employer will allow, assisting the CED with set up, registration, and cleanup of event.

SPORTING CLAY COMMITTEE

Purpose: To plan and execute the annual Sporting Clay tournament as a major event for the chapter.

Success can be measured by attendance, value to our members and revenue generated by this event.

Commitment: August through November

Committee roles, goals and responsibilities include:

- Attend Clay Shoot Committee meetings, **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least five (5) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Sell out foursomes, consider pricing and increased value.
- Marketing Campaign: promote as an opportunity for Business Partners to network with managers and for management companies to network with board members and for team building for office staff.
- Research and provide information on location for the clay shoot.
- Research and provide cost information for all aspects of the clay shoot, golf carts, bay sponsors, Food, drinks, games, etc.
- Sell sponsorship opportunities and distribute information to all potential attendees.
- Engage sponsors for raffle baskets and goodie bag items.
- Assist in all aspects of set up, registration, sponsor assistance, and other duties on the day of the Clay Shoot.
- Submit a budget by October 1 of each year to the CED.

TRADE SHOW/EXPO COMMITTEE

Purpose: to plan and execute annual trade show/expo as a major revenue generator for our chapter.

Success can be measured by attendance, revenue generated by the event, survey from attendees and sponsors.

Commitment: November through April

Committee roles, goals and responsibilities include:

- Attend Trade Show Committee meetings, which are typically held every month from October – March each year. **Committee membership may be terminated after TWO unexcused absences.**
- Committee Meetings – There will be at least six (6) committee meetings per year which will include at least one debrief after the event.
- Assign a committee Chair and Co-Chair (board liaison) to take and distribute minutes of each committee meeting.
- Booth sales: sell out booths, consider pricing and increase value.
- Research and provide information on location for the trade show.
- Create invite for sponsors and board members.
- Create Theme for Expo.
- Research and provide cost data for each aspect of the tradeshow -- room rental, food, drinks, décor, booth costs, etc.
- Marketing for Trade Show: work with Education Director to promote the show
- Distribute show information to exhibitors, speakers, and potential attendees.
- Engage sponsors for door prizes to ensure foot traffic at each booth.
- Create a promotional plan for traffic to the show and each booth.
- Coordinate the Vendor Happy Hour and After Party for the Expo.
- Decide on the number of educational classes to be offered and vote on education programs presented at the Expo.
- Assist in all aspects of the trade show; set up, registration, volunteers, sponsor assistance, Education classes and other duties on the day of the show. Assign Coordinators for each major task.
- Submit a budget by October 1 for each year to CED.



Acknowledgement of Committee Member Responsibilities

I have received/reviewed the Committee Charter Information handout. I understand the commitment to the Chapter in the form of time, effort and participation involved in fulfilling these duties. **I understand if I am absent from TWO committee meetings, that I may be asked to step down from the committee by the committee chair and/or the CED. I understand that my participation in the committee must be renewed annually.**

Name of Committee(s), limit 2: _____

Committee Member: _____

Signed: _____

Date: _____