



COMMITTEE CHARTERS



The Communicator Magazine Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners
that provide services to Community Associations.
EDUCATE . ADVOCATE. NETWORK”

PURPOSE

To provide, on behalf of the Chapter’s Board of Directors, four quality issues of The Communicator Magazine during the course of each calendar year and assure the content of the publication meets the standards of the Chapter.

AUTHORITY

The Committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the Committee is to work within the Chapter’s structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

The Committee members will serve for one 12-month term from January 1 through December 31 except for the Committee Chair (Editor) and Co-Chair (Assistant Editor) who will serve three (3) year terms.

COMPOSITION

The Committee shall be comprised of no fewer than two (2) members, one of which will be Chair (Editor) of the Committee who must be an attorney. All members of the Committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

COMMITTEE CHAIR (EDITOR)

Appointment of the Committee Chair shall be ratified by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June, when the term of the existing editor is about to expire, and be effective as of January 1st of the following year. The Chair shall serve a term of three (3) years, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair is responsible for coordinating tasks among the Committee as a whole, working with authors and other non-Committee member contributors, supplying content to the magazine publisher and providing the Chapter Executive Director timely updates regarding the status of each issue of the magazine.

SUCCESSION PLANING

The Committee Chair (Editor) shall appoint a Co-Chair (Assistant Editor) to be his/her eventual successor. Either the Chair or Co-Chair must be a practicing attorney throughout his/her term. It is not necessary for both the Chair and Co-Chair to be attorneys. However, one must be an attorney. The Co-Chair shall serve as a Co-Chair for no less than one full term of three (3) years prior to being appointed Chair.



The Communicator Magazine Charter

MEETING FREQUENCY

The Committee is not required to hold regularly scheduled meetings and can conduct the business of the Committee by email and telephone as may be directed by the Chair and/or Co-Chair if a meeting of the full Committee is held meeting minutes must be taken and submitted to the Chapter's Executive Director in a timely manner by the Committee Chair.

REMOVAL

Committee members may be removed by Committee Chair for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a Liaison to the Committee effective January 1 of the following year. The Liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the Committee in the discharge of its duties and act as a conduit of information and requests between the Committee and the Bay Area and Central California CAI Board of Directors.

The Liaison shall not concurrently serve as a member of the Committee the Liaison is providing oversight for, unless a waiver has been granted by the Board and as such is not required to attend all meetings of the Committee, but shall be available for guidance when requested and shall attend meetings as deemed necessary and or as requested by the Committee Chair.

OBJECTIVES / PROCEDURES

The objective of the Committee is to produce The Communicator magazine four (4) times per year (quarterly). The Committee Chair and/or Co-Chair will assign tasks to other Committee members (if any). Committee members will report back to the Committee Chair and/or Co-Chair upon the completion of their assigned tasks.



Designation/Mentoring Committee Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners
that provide services to Community Associations.
EDUCATE . ADVOCATE. NETWORK”

PURPOSE

The Designation Mentoring Committee (“committee”) is a committee of the Bay Area and Central California Chapter and reports directly to the Bay Area and Central California CAI Chapter Board of Directors. The purpose of the committee is to work within the chapter structure to develop and plan programs and services to enhance the education experience for managers who have obtained and are seeking advanced designations through CAI.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapters structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

The committee will serve for one 12-month term from January 1 through December 31. Committee members may serve a maximum of five consecutive terms. A committee member that terms out must remain off the committee for two consecutive years before being eligible to serve on the committee again. However, at the discretion of the Board of Directors term waivers may be granted If there are more committee seats available than willing volunteers. Committee members may not serve on more than two Chapter Committees concurrently at any one time.

COMMITTEE STRUCTURE

The committee shall be comprised of no fewer than 3 members and a maximum of 7 members; one of which will be chairperson of the committee. All members of the committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following year. The chair person shall serve a term of one year, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter’s board meeting packets.



Designation/Mentoring Committee Charter

SUCCESSION PLANING

The committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

MEETING FREQUENCY

The committee shall conduct regularly scheduled meetings at least quarterly in person or via teleconference. Additional meetings may be scheduled from time to time as deemed necessary. In all cases, meeting minutes must be taken and submitted to the Chapter's Executive Director in a timely manner by the Committee Chair.

REMOVAL

Committee members may be removed by Committee Chair the for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a liaison to the committee effective January 1 of the following year. The liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the committee in the discharge of its duties and act as a conduit of information and requests between the committee and the Bay Area and Central California CAI Board of Directors.

The liaison shall not concurrently serve as a member of the committee the liaison is providing oversight for and as such is not a voting member of the committee except in the matter of a tie. The Liaison is required to attend all committee meetings.

OBJECTIVES / PROCEDURES

- Oversee and serve as mentors for managers seeking CAI designations. Be available to provide ongoing support during the credentialing/designation process.
- Hold an informational meeting on the benefits of achieving the CMCA (Certified Manager of Community Associations), AMS (Association Management Specialist) and PCAM (Professional Community Association Manager) designations and other CAI and affiliate credentials/designations.
- Provide a template on obtaining necessary points within the framework of the applications based on years of experience, committees and point values required.

Designation/Mentoring Committee Charter

- Provide information on when to apply for the CMCA, AMS and as a PCAM candidate.
- Provide a structure how to strategically obtain each designation based on class schedules as well as class scheduling in the geographical area.
- Preparation for the PCAM case study. Offer candidates the ability to interview a panel of PCAM's to ask questions about the process.
- When results are available, encourage new designees to register for the Annual Conference.
- Create accountability and requirements for ongoing renewal of all credentials/designations.
- Review and reinforce requirements for continuing education to maintain credentials/designations after successfully obtaining them.
- Review of the CAI Professional Manager Code of Ethics with potential and new designees.
- Create of a quarterly program for managers with credentials/designations to be held at a sponsorship location for breakfast or lunch. Sponsorship fee would begin at \$100 (or an amount to be determined by each chapter) including cost of meals.
- Work with other committees/chapter board to recognize new designees at luncheon/education programs.
- Announce new designees in chapter newsletter and/or on the chapter website.
- Coordinate and promote annually the CMCA study session and test.
- Lobby CAI national for PCAM case study to be held in northern California every two to three years or as may be supported by demand.
- Promote the chapter's Professional Manager Development Program (PMDP) scholarships available to managers that are chapter members in good standing.
- The Chapter Board will, at its annual planning session, set a budget allocation for the Annual PMDP/PCAM Scholarship Fund for the upcoming year.
- The Committee shall publicize the Scholarship Program through newsletter articles and e-mail messages to Chapter manager members throughout the year.
- The Committee will promote all CAI manager educational forums through the Chapter's newsletter as well as inter-Chapter communications.



Designation/Mentoring Committee Charter

- The Applications for Scholarship awards shall be presented to the office of the Chapter Executive Director and, following the application period deadline, the Chapter Executive Director will verify that the applicant is an individual manager member of the Chapter. A copy of all verified applications shall be presented to the Chair of the Committee for scholarship award consideration by the Committee.
- The Committee shall meet and review all applications to verify that they are timely. The committee shall submit a report to the Chapter Board of Directors authorizing Scholarship Awards which shall not exceed the annual Scholarship Fund budget allocation.
- In the event that the number of applications received would exceed the annual budget allocation, the Committee shall recommend to the Board that a lesser amount per applicant be awarded or that the Board agree to increase that year's budget allocation to cover the additional awards.



Education Committee Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners that provide services to Community Associations.
EDUCATE . ADVOCATE. NETWORK”

PURPOSE

To encourage all Community Association Managers, Community Association Volunteer Leaders and Business Partners within the Chapter's influence to seek education and career enhancement through CAI course work. To coordinate, organize and plan, on behalf of the Chapter's Board of Directors, regularly scheduled and special programs including luncheon programs, evening seminars, and the annual expo.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapter's structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

Committee members shall serve a one-year term commencing at the Committee annual planning meeting to be held on or near August and shall end immediately prior to the subsequent Committee annual planning meeting. Committee members may serve a maximum of four consecutive terms and at least two years must pass before the person is eligible to serve on the Committee again. At the discretion of the Board of Directors, term waivers may be granted where there are more Committee seats available than willing volunteers.

COMMITTEE STRUCTURE

The Committee shall be made up of no fewer than 9 members and no more than 15 members who shall be members of the Chapter in good standing. The Chair of the Committee shall be appointed annually by the Chapter's Board of Directors, at the Board's annual planning session, and shall serve for a one-year term, unless earlier relieved by majority of quorum of the Board of Directors. The Committee Chair shall recommend at least two additional Committee members and shall report the names and entity relationships to the Board of Directors. The Committee Chair shall appoint a Co-Chair to be their eventual successor whose name shall be reported immediately to the Chapter's Executive Director. The Co-Chair must have served on the Committee for no less than one full year prior to such appointment.

SUB-COMMITTEE STRUCTURE

The Board of Directors will establish the sub-committees largely based on geographic locations for newly developed programs and/or events. The Committee Chair shall appoint the Sub-Committee Chair and its committee members. There shall be no fewer than two members on each Sub-Committee. The Sub-Committee Chair shall perform all Sub-Committee duties as outlined in the Committee Guidelines.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following
Approved by Board: November 14, 2019



Education Committee Charter

year. The chair person shall serve a term of one year, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter's board meeting packets.

SUCCESSION PLANING

The committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

MEETING FREQUENCY

The Committee shall meet in person at least quarterly, and may meet from time-to-time, as needed, either in person or electronically, to conduct the business of the Committee. Reports of all meetings, whether in person or electronically, shall be made and submitted by the Chair to the Chapter Executive Director for inclusion in upcoming Board meeting packets.

REMOVAL

Committee members may be removed by Committee Chair the for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a liaison to the committee effective January 1 of the following year. The liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the committee in the discharge of its duties and act as a conduit of information and requests between the committee and the Bay Area and Central California CAI Board of Directors.

The liaison shall not concurrently serve as a member of the committee the liaison is providing oversight for and as such is not a voting member of the committee except in the matter of a tie. The Liaison is required to attend all committee meetings.



Education Committee Charter

OBJECTIVES / PROCEDURES

- With respect to educational programs, the Committee shall annually establish a list of program subjects, consistent with the Chapter's annual plan, to be presented at each Chapter venue.
- Speakers for all events shall be coordinated in accordance with established Speaker Guidelines and Criteria.
- The Committee shall be responsible to obtain written materials from speakers suitable for Chapter publication related to the topic of their speaking engagement prior to the start of the education program date.
- Publicity information, including topic of presentation, biographical data, etc., shall be presented to Chapter Executive Director in a timely manner and consistent with the Committee Guidelines to allow for optimal marketing coverage.
- The Committee shall be responsible for greeting speakers at each event and to make final arrangements for format of the presentation.
- "Thank you" letters and Certificates of Appreciation shall be generated by the Chapter Executive Director, and mailed to all speakers within 15 days of each program/event.
- Over and above the Chapter's annual sustaining sponsors, the Committee shall solicit program/event sponsors for each educational event.
- "Thank you" letters and Certificates of Appreciation shall be generated by the Chapter Executive Director and shall be sent to those sponsors within 15 days of the event.



Golf Classic Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners that provide services to Community Associations.
EDUCATE . ADVOCATE. NETWORK”

PURPOSE

To coordinate, on behalf of the Chapter's Board of Directors, an Annual Golf Classic designed to provide a social event for members and invited guests to meet and network. It is also a marketing opportunity for professional and affiliate members who sponsor the event. The Golf Classic is the Chapter's primary fund raising event. Proceeds raised from the tournament help the Chapter produce quality education programs and events that keep the attendance cost of such programs to a minimum. To facilitate, with direction from the Chapter Board, a quality tournament for the purpose of socializing and networking with chapter members and like minded industry professionals.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapter's structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

The committee will serve for one 12-month term from January 1 through December 31. Committee members may serve a maximum of five consecutive terms. A committee member that terms out must remain off the committee for two consecutive years before being eligible to serve on the committee again. However, at the discretion of the Board of Directors term waivers may be granted if there are more committee seats available than willing volunteers. Committee members may not serve on more than two Chapter Committees concurrently at any one time.

COMMITTEE STRUCTURE

The committee shall be comprised of no fewer than three members, one of which will be chairperson of the committee. All members of the committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following year. The chair person shall serve a term of one year, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter's board meeting packets.



Golf Classic Charter

SUCCESSION PLANING

The committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

MEETING FREQUENCY

The Committee shall meet in person at least quarterly, and may meet from time-to-time, as needed, either in person or electronically, to conduct the business of the Committee. Reports of all meetings, whether in person or electronically, shall be made in writing and submitted to the Chapter ED for inclusion in upcoming Board meeting packets. A quorum of the Committee shall be required for decisions to be made at any meeting of the Committee.

REMOVAL

Committee members may be removed by Committee Chair the for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a liaison to the committee effective January 1 of the following year. The liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the committee in the discharge of its duties and act as a conduit of information and requests between the committee and the Bay Area and Central California CAI Board of Directors.

The liaison shall not concurrently serve as a member of the committee the liaison is providing oversight for and as such is not a voting member of the committee except in the matter of a tie. The Liaison is required to attend all committee meetings.

OBJECTIVES / PROCEDURES

- The Chapter Board will, at its annual planning session, set a date, or time frame, for an Annual Golf Classic. The event shall be held at a time and place that is easily attended by Chapter members and guests. The Committee shall make recommendations prior to the Board's annual planning session with respect to the time of the next year's event.
- The Committee shall select a location and theme for the golf tournament as soon as practicable in order to allow for optimal marketing and sponsorship efforts. The Board encourages and

Golf Classic Charter

recommends the Committee consider a “themed” tournament to extend added entertainment and atmosphere for the players and sponsors who are present in support of the tournament. However, the Board of Directors recognizes that selecting a “theme” is not necessary to produce a fun and successful event and is therefore not a requirement of the Committee.

- The Committee shall work with the Chapter Executive Director in an effort to generate a formal announcement to be published to the Chapter membership no less than four months in advance of the planned event. Said forms shall contain all necessary details related to the event and shall be approved by the Board prior to dissemination in line with Chapter Communications Policies.
- The Committee shall work with the Chapter Executive Director to coordinate the awards portion of the tournament with regard to banquet menu selection, trophies and awards and raffle prizes.
- The Committee shall determine what sponsorship opportunities will be made available to Chapter Members who wish to participate and showcase their company and services. Such opportunities shall include tee or green sponsor, lunch and dinner sponsor, etc. Tournament expenses should be matched with the appropriate sponsorship and every effort made to fully pay for each expense category whenever possible.
- The Committee shall solicit raffle prizes donated by various Chapter Members for the purposes of generating revenue through the sale of raffle tickets. Donations shall be accepted by the Committee from members or non-members and said donors are not required to participate the day of the tournament. Raffle prize winners shall be present to win and collect said prize at the conclusion of the tournament.
- The Committee shall work with the Chapter Executive Director to create adequate signage to recognize and give value to each paid sponsor.
- The Chapter Executive Director shall sign all required contracts on behalf of the Board. Such contracts related to the tournament shall be presented and approved by the Board prior to engaging said contracts and agreements.



Ladies Tea Committee Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners
that provide services to Community Associations.
EDUCATE . ADVOCATE. NETWORK”

PURPOSE

To plan an annual female-focused event that allows for networking opportunities and a positive environment where women (and men, should they choose to attend) in all areas of our industry can come together for a non-traditional afternoon tea. The tea will have either a guest speaker (to provide continuing education opportunities) or entertainment (for a more social event), a theme where those in attendance can choose to customize a hat and themed attire, should they choose, and a hat (or spirit) contest with prizes.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapter's structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

The committee will serve for one 12-month term from January 1 through December 31. Committee members may serve a maximum of five consecutive terms. A committee member that terms out must remain off the committee for two consecutive years before being eligible to serve on the committee again. However, at the discretion of the Board of Directors term waivers may be granted if there are more committee seats available than willing volunteers. Committee members may not serve on more than two Chapter Committees concurrently at any one time.

COMMITTEE STRUCTURE

The committee shall be comprised of no fewer than 7 members and a maximum of 11 members; one of which will be chairperson of the committee. All members of the committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

- Due to the complexity of this event, each core committee member will be appointed to a Subcommittee of which they will chair and may utilize Chapter Volunteers to assist on said Subcommittee.
- The purpose for this structure is to promote inclusion and participative leadership within the committee, to give value and purpose to volunteer members and to mentor committee participants eager to take on leadership roles so the committee remains strong and focused while developing others to take on greater Chapter leadership roles.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following year. The chair person shall serve a term of two years, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the



Ladies Tea Committee Charter

Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter's board meeting packets.

SUCCESSION PLANING

The committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

MEETING FREQUENCY

The committee shall conduct regularly scheduled monthly meetings in person or via teleconference. Additional meetings may be scheduled from time to time as deemed necessary. In all cases, meeting minutes must be taken and submitted to the Chapter's Executive Director in a timely manner by the Committee Chair.

REMOVAL

Committee members may be removed by Committee Chair for the following reasons:

1. Two consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a liaison to the committee effective January 1 of the following year. The liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the committee in the discharge of its duties and act as a conduit of information and requests between the committee and the Bay Area and Central California CAI Board of Directors.

The liaison shall not concurrently serve as a member of the committee the liaison is providing oversight for and as such is not a voting member of the committee except in the matter of a tie. The Liaison is required to attend all committee meetings.

OBJECTIVES / PROCEDURES

- The Committee shall be responsible for incorporating the desired speaker/activities into the event in accordance with the budget as set by the Board of Director.
- The Committee shall be responsible for researching and selecting the venue, theme, color scheme, décor, etc., in order to plan and execute a successful event.
- The Committee shall be responsible to establish sponsorship value and pricing consistent with the Chapter's Sustaining Sponsor Packet in advance of the annual Chapter's Annual Marketing Plan and to market the event to additional members for their sponsorship.



Ladies Tea Committee Charter

- The Committee shall also solicit female-owned businesses to attend the event for a small fee in order to add value to the event as a Luxury Exhibitor.
- The Committee shall do everything possible to promote positivity and empowerment for women in our industry and this shall be the primary focus when planning and promoting this event.



Legislative Support Committee Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners
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EDUCATE . ADVOCATE. NETWORK”

PURPOSE

The purpose of the Legislative Support Committee is to promote and strengthen awareness of legislative issues on behalf of community associations. To support the efforts
To support the efforts and strengthen awareness of CAI’s California Legislative Action Committee (“CLAC”), a committee of CAI National.
To raise funds to support CLAC.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapter’s structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

COMMITTEE STRUCTURE

CLAC Delegates/CLAC Liaison. The Legislative Support Committee (“LSC”) is comprised, at minimum, of three members: two (2) CLAC delegates (2-year staggered terms) and one (1) CLAC liaison (2-year term). All members of the LSC shall be members of the CAI BayCen Chapter. The members of the LSC shall be nominated by the Chapter President, and appointed by the Chapter Board of Directors (“Board”). The delegates and/or liaison shall be appointed in August of each year; each two-year term shall begin on October 1 and end on September 30 two years later to coincide with the LSC’s fiscal year (which ends on September 30). The members of the LSC will serve subject to the approval of CAI National and as otherwise set forth in the CAI National LAC Operational Guidelines and any policy which may be adopted by the Chapter Board with respect thereto. Unless no other volunteer is available, service as a LSC member (as described below) shall be a prerequisite to serving as a Delegate or Liaison. The maximum number of terms a committee member may serve is five (2 year) consecutive terms; however, all LSC members serve at the pleasure of the Chapter Board and may be removed from office and/or the LSC at any time. The responsibilities of the Delegates and the Liaison shall, for the most part, be addressed directly by CLAC.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following year. The chair person shall serve a term of one year, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter’s board meeting packets.



Legislative Support Committee Charter

LSC Committee Members. In addition to the CLAC Delegates, CLAC Liaison, Chair and LSC Board Liaison, the LSC shall solicit other volunteers to serve as LSC Committee Members ("Members"). Prospective Members shall submit their interest to the Chair or to the Chapter Board. Member eligibility requirements as are follows: i) current member of BayCen Chapter; ii) interest in legislative issues pertaining to community associations/common interest developments; iii) available to attend BayCen Chapter events on behalf of the LSC; iv) willingness/availability to participate as needed in specific LSC/CLAC events, including district office visits with area legislators. All LSC Committee Members are strongly encouraged, but not required, to attend CLAC's Legislative Day in Sacramento. Committee members may not serve on more than two chapter committees concurrently at any one time. The committee shall be comprised of no fewer than 3 members and a maximum of 12 members; one of which will be chairperson of the committee. All members of the committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

At-Large & Emeritus Delegates. Any At-Large and/or Emeritus Delegates (appointed directly by CLAC) who are members of the Chapter are welcome, but not required, to participate as member of the LSC in the exercise of their duties as At-Large and/or Emeritus Delegates.

SUCCESSION PLANNING

The Committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

REMOVAL

Committee members may be removed by Committee Chair for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings;
2. Failure to complete assigned tasks within stipulated time frames;
3. Any acts deemed detrimental to the committee and or chapter.

BOARD LIAISON

One member of the Chapter's Board of Directors shall be named by the Board annually, at the time of the Board's annual planning session, to serve as Board Liaison to the LSC. The Board Liaison shall serve for a one-year term (January 1 to December 31) unless earlier removed by vote of the Board of Directors.

- The Board Liaison to the LSC may concurrently serve as a CLAC Delegate, the CLAC Liaison and/or the Chair.
- The LSC Board Liaison shall serve as a resource and guide to the LSC in the discharge of its duties and shall be a conduit of information and requests between the Board and the LSC.
- The LSC Board Liaison shall not be a voting member of the LSC except in matters of a tie.
- The LSC Board Liaison is expected to attend all meetings of the LSC and shall be available for guidance when requested.

MEETINGS

The LSC shall meet at least quarterly; the time and place of meetings and rules of procedure (if any) may be established by the LSC. Meetings may be conducted via teleconference.

Approved by Board: November 14, 2019



Legislative Support Committee Charter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be reapproved and authorized by the chapter Board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee program must be turned over to the Chapters Executive Director within 24 hours of collection.

OBJECTIVES / PROCEDURES

- Develop, implement and periodically review a LSC fundraising plan, consistent with fundraising goals set forth the Chapter by CLAC, based upon the number of members in the Chapter as a percentage of CAI members statewide.
- Assist in the preparation of an annual strategic plan, including necessary and appropriate budget items for approval by the Board. The strategic plan should extend beyond fundraising, to create awareness of legislative issues affecting community associations/common interest developments, advocate on behalf of community associations/common interest developments, and to encourage a flow of information to and from CLAC and local legislators.
- Contribute articles to *The Communicator* or monthly newsletter.
- Respond to CLAC requests for assistance, including gathering information from Chapter members regarding how legislation may impact their associations and/or businesses, calling on legislators in the Chapter's geographic area to serve as resources for community association issues, and convey positions of CLAC. LSC Members may be asked to take one or more CAI lobbying seminars to prepare them for legislator visits.
- Coordinate LSC activities with Chapter Executive Director and Chapter President.
- Performance of additional specific duties assigned to LSC Members for the purpose of fostering member personal/professional growth/development/satisfaction and promoting CLAC activities.



Meet the Manager Committee Charter

Mission Statement

"Building Bridges between Volunteer Leaders, Managers and the businesses and Partners that provide services to Community Associations.
EDUCATE. ADVOCATE. NETWORK"

PURPOSE

To provide an opportunity for Business Partners and Community and Assistant Managers to interact in a "reverse trade show" type of environment.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapters structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

The committee will serve for one 12-month term from January 1 through December 31. Committee members may serve a maximum of five consecutive terms. A committee member that terms out must remain off the committee for two consecutive years before being eligible to serve on the committee again. However, at the discretion of the Board of Directors term waivers may be granted if there are more committee seats available than willing volunteers. Committee members may not serve on more than two Chapter Committees concurrently at any one time.

COMMITTEE STRUCTURE

The committee shall be comprised of no fewer than 4 members and a maximum of 8 members; one of which will be chairperson of the committee. All members of the committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following year. The chair person shall serve a term of one year, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter's board meeting packets.

SUCCESSION PLANING

The committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

Meet the Manager Committee Charter

MEETING FREQUENCY

The committee shall conduct regularly scheduled meetings monthly in person or via teleconference. Additional meetings may be scheduled from time to time as deemed necessary. In all cases, meeting minutes must be taken and submitted to the Chapter's Executive Director in a timely manner by the Committee Chair.

REMOVAL

Committee members may be removed by Committee Chair the for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a liaison to the committee effective January 1 of the following year. The liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the committee in the discharge of its duties and act as a conduit of information and requests between the committee and the Bay Area and Central California CAI Board of Directors.

The liaison shall not concurrently serve as a member of the committee the liaison is providing oversight for and as such is not a voting member of the committee except in the matter of a tie. The Liaison is required to attend all committee meetings.

OBJECTIVES / PROCEDURES

The objective is to create an environment where managers, assistant managers and business partners can interact and learn from one another in a comfortable, poaching-free environment. This event will be planned to strongly discourage management company no-shows.



Membership Committee Charter

Mission Statement

“ Building Bridges between Volunteer Leaders, Managers and the businesses and Partners
that provide services to Community Associations.
EDUCATE . ADVOCATE. NETWORK”

PURPOSE

The purpose of the Membership Committee is to maintain and renew existing Manager, Business Partner and Community Association Volunteer Leader (CAVL) membership, as well as to increase membership numbers and participation amongst the respective member categories through established outreach and communication efforts.

AUTHORITY

The committee reports to and serves at the pleasure of the Bay Area and Central California CAI Chapter Board of Directors. The general purpose of the committee is to work within the chapter's structure to develop and implement specific programs and services that benefit the Chapter Membership and further the objectives of the Chapter as a whole as established by the Board of Directors and in accordance with the Bylaws of the Chapter.

TERM

The committee will serve for one 12-month term from January 1 through December 31. Committee members may serve a maximum of five consecutive terms. A committee member that terms out must remain off the committee for two consecutive years before being eligible to serve on the committee again. However, at the discretion of the Board of Directors term waivers may be granted if there are more committee seats available than willing volunteers. Committee members may not serve on more than two Chapter Committees concurrently at any one time.

COMMITTEE STRUCTURE

The committee shall be comprised of no fewer than 5 members and a maximum of 7 members; one of which will be chairperson of the committee. All members of the committee must be a member of the Bay Area and Central California CAI Chapter in good standing.

COMMITTEE CHAIR

The Committee Chair Person shall be appointed annually by the Bay Area and Central California CAI Chapter Board of Directors at their annual planning session in June and be effective as of January 1st of the following year. The chair person shall serve a term of one year, unless earlier relieved by a majority of a quorum of the Board of Directors. The Chair Person is responsible for preparing committee meeting agendas, moderating meetings, coordinating task handling among the committee as a whole and providing written meeting minutes to the Chapter Executive Director in a timely manner after each committee meeting for inclusion in each of the chapter's board meeting packets.



Membership Committee Charter

SUCCESSION PLANING

The committee chair shall appoint a co-chair to be their eventual successor whose name shall be reported immediately to the Chapters Executive Director. The co-chair must have served on the committee for no less than one full year prior to such appointment.

MEETING FREQUENCY

The committee shall conduct regularly scheduled meetings on a quarterly basis, in person or via teleconference. Additional meetings may be scheduled from time to time as deemed necessary. In all cases, meeting minutes must be taken and submitted to the Chapter's Executive Director in a timely manner by the Committee Chair.

REMOVAL

Committee members may be removed by Committee Chair the for the following reasons:

1. Three consecutive unexcused absences from duly called committee meetings.
2. Failure to complete assigned tasks within stipulated time frames.
3. Committing of any act that is deemed to be detrimental to the Committee or the Chapter

BUDGET – EXPENSES AND REVENUES

The committee must work within the chapter budget process to outline revenue and expenses related to the committee activities. Any expenses must be preapproved and authorized by the chapter board. The Bay Area and Central California CAI Chapter Board of Directors will approve the program and services proposed by the committee. Any funds that may be collected by the committee directly via raffle, donation or other means in support of a committee programs must turned over the Chapters Executive Director within 24 hours of collection.

BOARD LIAISON

One member of the Chapter's Board of Director's will be named annually at the Board's annual planning session in June as a liaison to the committee effective January 1 of the following year. The liaison shall serve a one-year term unless earlier relieved by a majority of a quorum of the Board of Directors. The Board Liaison shall serve as a resource and guide to the committee in the discharge of its duties and act as a conduit of information and requests between the committee and the Bay Area and Central California CAI Board of Directors.

The liaison shall not concurrently serve as a member of the committee the liaison is providing oversight for and as such is not a voting member of the committee except in the matter of a tie. The Liaison is required to attend all committee meetings.

OBJECTIVES / PROCEDURES

- The Membership Committee shall be responsible for establishing protocol and script for membership outreach and communication for new, renewing and expired members.
- The Membership Committee shall be responsible for establishing goals for annual membership increase.
- The Membership Committee shall be responsible for identifying and participating at industry events that have the opportunity to educate new members on the benefits of the CAI BayCen Chapter (examples include, but are not limited to trade shows, homeowner leader events, etc.)
- The Membership Committee shall be responsible for providing new, expired and renewed membership updates to the Board Liaison in advance of the monthly Chapter Board of Directors Meeting.