

# THE MICHIGAN CHAPTER OF THE CAI

## Awards Committee Charter, Policy, and Guidelines

**Approved:** Not available/identified on present policy

**Revised:** October 13, 2023

**General:** The Awards Committee ("the Committee"), under the direction of the Chapter Executive Director ("CED"), assists the Chapter with recognizing, identifying and acknowledging the work and contributions of CAI volunteers. Guidelines for the role of the committee have been approved by the BOD and are listed below.

**Purpose:** To recognize and announce the valuable work and dedication of the CAI membership volunteers throughout the year. Encourage feedback and recommendations from the membership.

### **Committee Responsibilities and Duties:**

1. The President of the Board appoints the Board's Liaison and Awards Committee Chair.
2. The "Committee Chair" reports to the CED for operations.
3. The CED should attend the committee meetings.
4. The Membership of the Committee is appointed by the Committee Chair.
5. The Committee Chair is responsible to:
  - o Schedule committee meeting on an as-needed basis.
  - o Provide the CED with committee meeting schedules, agendas, and minutes. The CED will schedule the phone conferences or virtual meetings 7 days prior to the meeting.
  - o Appoint a designee in their absence.
6. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - o Develop and promote the awards to be used for the Chapters annual event.
  - o Gather sponsorships for the following year by August 20th of the current year.
  - o Create Award applications for applicants to complete.
  - o Create articles for the magazine, newsletter and ads for social media.
  - o Assist with the award event, i.e. the Award Agenda, Award Program as well as the presentation of the Awards.
  - o Provide the CED with an update of event(s) to be posted.
  - o Select a committee member to take minutes. Forward minutes to the CEC for review and forwarding to the BOD. Upon approval circulate the minutes to the committee for review.
  - o Provide event coordinators or subcommittee chairs with the "Party Planning Guide" that includes instructions for event organization.
  - o Encourage members to serve as volunteers for the event as needed.
  - o The Board's Liaison presents an update for the BOD's general meeting.
  - o The BOD reserves the right to provide suggestions and approval for the awards.

### **Funds Management:**

The Committee Chair or designee is responsible for the evaluation of financials needs as follows:

1. Base budget needs on prior year(s) and projected expenses for the next year's event.
2. Have draft budget recommendations ready for the CED to review by August 20th of the next year. The CED will provide the budget recommendation to the BOD for review and approval.
3. Work with the CED to track Committee expenditures to ensure compliance with the budget set.
4. Financial and legal action for any reason including signing contractual services, borrowing money, purchasing awards, etc is the responsibility of the CED and BOD.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/25/2023

# THE MICHIGAN CHAPTER OF THE CAI

## Magazine Committee Charter, Policy, and Guidelines

**Approved:** February 5, 2012

**Revised:** October 13, 2023

**General:** The Magazine Committee ("The Committee"), under the direction of the Chapter Executive Director ("CED"), assists the Chapter with planning and organizing the quarterly magazine. Guidelines for the role of the committee have been approved by the BOD and are listed below.

**Purpose:** The Magazine Committee serves to explore and develop educational topics to promote the Chapters educational events.

### **Committee Responsibilities and Duties:**

1. The President of the Board appoints the Board's Liaison and the Magazine Committee Chair.
2. The "Committee Chair" reports to the CED for operations.
3. The Membership of the Committee is appointed by the Committee Chair.
4. The Committee Chair is responsible to:
  - Schedule committee meetings as needed for the magazine.
  - Provide the CED with committee meeting schedules, agendas, and minutes. The CED will schedule the phone conferences or virtual meetings 7 days prior to the meeting.
  - Choose articles and give to CED to review for the magazine content.
  - CED will send all content to publisher 5 days prior to the publishers content deadline.
  - Appoint a designee in their absence.
  - The CED should attend all meetings.
5. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - Organize and plan the contents for the magazine. Request members to write theme articles for the magazine.
  - Select a committee member to take minutes. Forward minutes to the CED for review and forwarding to the BOD. Upon approval circulate the minutes to the committee for review.
  - Provide CED with updates to be posted.
  - The Board's Liaison presents an update for the BOD's general meeting.
  - The BOD reserves the right to provide suggestions and approval.

### **Funds Management:**

1. A publisher is contracted to solicit advertising, complete magazine layout, including printing and mailing of magazine.
2. There is no publishing charge for the work; the publisher provides a percentage of the advertising revenue to the Chapter.
3. Financial and legal action for any reason including signing contractual services, borrowing money, purchasing awards, etc is the responsibility of the CED and BOD.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

10/13/2023

# THE MICHIGAN CHAPTER OF THE CAI

## Social Committee Charter, Policy, and Guidelines

**Approved:** Not available/identified on present policy

**Revised:** October 13, 2023

**General:** The Social Committee ("The Committee"), under the direction of the Chapter Executive Director ("CED"), assists the Chapter with planning and organizing social events. Guidelines for the role of the committee have been approved by the BOD and are listed below.

**Purpose:** The Social Committee serves to build camaraderie, fellowship and unity among members through scheduled social events and creates relationships with sponsors of the CAI. Such events generate revenue for the Chapter.

### **Committee Responsibilities and Duties:**

1. The President of the Board appoints the Board's Liaison and the Social Committee Chair.
2. The "Committee Chair" reports to the CED for operations.
3. The Membership of the Committee is appointed by the Committee Chair.
4. The Committee Chair is responsible to:
  - Schedule committee meetings on an as-needed basis.
  - Provide the CED with committee meeting schedules, agendas, and minutes. The CED will schedule the phone conferences or virtual meetings 7 days prior to the meeting.
  - Appoint a designee in their absence.
  - The CED should attend the Social Committee meetings.
5. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - Assist with Board approved social events before and during the event.
  - Recommend, organize and plan social activities for networking.
  - Identify sponsorships for proposed social events for the following year by August 20th of the current year.
  - Encourage members to serve as volunteers for events as needed.
  - Provide event coordinators or subcommittee chairs with the "Party Planning Guide" that includes instructions for organizing an event, draft budget, recommend notices and other publicity.
  - Select a committee member to take minutes. Forward minutes to the CED for review and forwarding to the BOD. Upon approval circulate the minutes to the committee for review.
  - Provide the CED with an update of event(s) to be posted on the Chapters Website, newsletter and social media.
  - The Board's Liaison presents an update for the BOD's general meeting.
  - The BOD reserves the right to provide suggestions and approval for the event.

### **Funds Management:**

The Committee Chair or designee is responsible for the evaluation of financials needs as follows:

1. Base budget needs on prior year(s) and projected expenses for the next year's event.
2. Have draft budget recommendations ready for the CED to review by August 20th of the next year.
3. The CED will provide the Committees draft budgets to the Chapter BOD for review and approval.
4. Work with the CED to track Committee expenditures to ensure compliance with the budget set.
5. Financial and legal action for any reason including signing contractual services, borrowing money, etc is the responsibility of the CED and BOD.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/13/2023

# THE MICHIGAN CHAPTER OF THE CAI

## Marketing & Social Media Committee Charter, Policy, and Guidelines

**Approved:** May 30, 2019

**Revised:** October 13, 2023

**General:** The Marketing & Social Media Committee ("The Committee"), under the direction of the Chapter Executive Director ("CED"), assists the Chapter with marketing and communicating services through the use of social media sources, i.e. Facebook, Instagram and LinkedIn.

Guidelines for the role of the committee have been approved by the BOD and are listed below.

**Purpose:** To expand membership of the Chapter by promoting management education to community associations. Events, membership and available services are to be announced/posted.

Such events generate revenue for the Chapter's work.

### **Committee Responsibilities and Duties:**

1. The "Committee Chair" is appointed by the President of the BOD and reports to the CED for operations.
2. The Membership of the Committee is appointed by the Committee Chair.
3. The Committee Chair is responsible to:
  - o Schedule committee meetings on an as-needed basis.
  - o Provide the CED with committee meeting schedules, agendas, and minutes. The CED will schedule the phone conferences or virtual meetings 7 days prior to the meeting.
  - o Appoint a designee in their absence.
4. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - o Post announcements related to events, membership, and condominium association information on social media platforms as assigned by the CED.
  - o Provide the CED with updates of events to be posted.
  - o Take pictures during events and maintain pictures for future use as needed for marketing, etc.
  - o Coordinate/provide services for other committees as assigned by the CED i.e. Annual Meeting, Gala, Golf, etc.
  - o The BOD reserves the right to provide suggestions and approval for marketing.

### **CED Responsibilities:**

1. Marketing Oversight.
2. Management of the Chapter Website.
3. Assist in content creation.
4. Serve as ambassador with word-of-mouth marketing to all inquiries and communications.
5. Is responsible for the financials related to needed materials (brochures, pamphlets, newsletters and equipment, etc). Will provide financial needs to the Chapter BOD for review and approval.

### **Funds Management:**

The Committee Chair or designee is responsible for the evaluation of financial needs as follows:

1. Base financial needs on prior year(s) and projected expenses for the next year's event.
2. Work with the CED to track Committee expenditures.
3. Financial and legal action for any reason including signing contractual services, borrowing money, etc is the responsibility of the CED and BOD.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/25/2023

# THE MICHIGAN CHAPTER OF THE CAI

## Conference/Education Committee Charter, Policy, and Guidelines

**Approved:** January 6, 2015

**Revised:** October 13, 2023

**General:** The Conference/Education Committee ("the Committee") under the direction of the Chapter Executive Director ("CED") and oversight of the Board of Directors ("BOD") assists the Chapter with planning and organizing educational events, including education topics, seminars and webinars. Guidelines for the role of the committee have been approved by the BOD and are listed below.

**Committee Purpose:** The Committee serves to identify and develop educational information and programs to support needed knowledge for the operations and management of HOA's, Condominiums, Association Board of Directors and Management Companies.

### **Committee Responsibilities and Duties:**

1. The "Committee Chair" is appointed by the President of the BOD.
2. The "Board Liaison" for the Committee is appointed by the BOD.
3. The "Membership" of the Committee is appointed by the Committee Chair.
4. The Committee Chair is responsible to:
  - o Schedule committee meetings on an as-needed basis.
  - o Provide the CED with committee meeting schedules, agendas and minutes. The CED will schedule the phone conferences or virtual meetings 7 days prior to the meeting.
  - o Appoint a designee in their absence.
5. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - o Organize, develop and promote the conference, including education topics and events.
  - o Recommend the location, marketing, equipment, food, drinks (menu), room set up, registration, etc.
  - o Provide the CED with updates of all events to be posted.
  - o Select a committee member to take minutes and circulate the minutes for review by the CED who will forward to the BOD.
  - o The BOD reserves the right to provide suggestions and approval for events.

### **Funds Management:**

The Committee Chair or designee is responsible for the evaluation of financial needs as follows:

1. Consistent oversight and work with the CED to track Committee expenditures to ensure compliance with the established budget set.
2. Base budget needs on prior years, projected expenses, and next year projected events.
3. Have draft budget recommendations ready for the CED to review by August 20th of the next year.
4. Financial and legal action for any reason, including signing contractual services, borrowing money, purchasing equipment, etc is the responsibility of the CED and BOD.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

10/25/2023