

# 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:
  - 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.
5. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - Organize, develop and promote the conference, including education topics and events.
  - Recommend the location, marketing, equipment, food, drinks (menu), room set up, registration, etc.
  - Provide the CED with updates of all events to be posted.
  - Select a committee member to take minutes and circulate the minutes for review by the CED who will forward to the BOD.
  - 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