

## **Committee Name: Education Committee**

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### **Committee Purpose:**

1. Prepare and present relevant education for all CAI-OCRC members – homeowners, managers, and business partners – to help them accomplish their respective roles working in and with community associations. *(This Committee is distinguished from the Programs and Symposium Committees in that our focus is on offering year-round classroom-style courses (whether live or virtual), in which instructors can respond personally and in real-time to attendee questions.)*
2. Secondly, prepare and present education for others by special request, based on committee approval and/or board direction.

### **Duties:**

1. Serve as primary faculty for the Community Leadership Training Program (CLTP).
2. Determine what additional subjects (“bonus courses”) would benefit CAI members and prepare the materials for presentation, solicit experts in those fields, and coordinate their presentation date together with chapter staff.
3. Support chapter staff by suggesting potential sponsors/ marketing partners.
4. Regularly update, edit, and maintain curriculum to ensure timely and appropriate content.

### **Calendar:**

1. Meetings will be held on a monthly basis unless waived by the Co-Chairs. Meetings are currently held the fourth Monday of each month at noon at the Chapter office, unless held via teleconference or videoconference.
2. By September of each year, the Committee shall determine how many of each type of course they recommend scheduling for the following year, in an effort to have all desired courses included in the chapter’s annual calendar released in January. Additions or alterations to this schedule are permitted, subject to Committee and staff approval.

### **Guidelines:**

1. CLTP instructors must be members of the Committee and must audit the course they plan to facilitate at least once prior to teaching. Exceptions may be made if the instructor has experience in the topic of discussion and has received approval from the Committee Chair. In this case, a co-instructor who has previously taught the class will be assigned.
2. Non-Committee members may provide content and course material for programs or presentations (other than CLTP courses) and may instruct such bonus classes, subject to Committee oversight and approval.
3. All types of CAI members (homeowners, managers and all business partners) are welcome on the Education Committee. However, in order to function productively and conduct classes successfully, the Committee may impose a limit to the various types of members as follows:
  - Eight (8) to Ten (10) attorneys
  - Six (6) financial experts (i.e. CPAs, Reserve Specialists, Bankers)
  - Two (2) to Four (4) insurance professionals
  - Two (2) to Four (4) construction/ maintenance experts
  - Four (4) to Eight (8) community managers
  - Four (4) to Eight (8) homeowner members
  - Six (6) business partners from other fieldsThe total Committee membership may not exceed 35.
4. Classes may be cancelled due to a lack of attendance. A minimum of ten (10) registrants is required to hold a session. If the minimum registration is not reached, the course facilitators will be contacted as soon as possible to determine if the class should continue. If it is determined that

the class will be cancelled, every effort will be made to notify the registrants by phone and/or email. All evening and workshop (full-day) courses shall include appropriate refreshments, to be coordinated with Chapter staff.

Membership & Teaching Eligibility:

1. All Committee members shall be current members of CAI-OCRC in good standing.
2. Community Managers must hold the CMCA certification/ designation and have at least two (2) years management experience. (A community manager may serve on the Committee without holding such certification/ designation but will not be permitted to facilitate until such time as the CMCA has been obtained.)
3. Business partners must have a minimum of two (2) years of experience in the common interest development industry and in their respective field. Business partners are encouraged to complete the Educated Business Partner course (and/or other CAI professional designation); individuals holding the EBP distinction or other recognized credential shall be given priority in teaching assignments.
4. Homeowners must have a minimum of two (2) years of experience serving on an Association Board or committee. (A homeowner may serve on the Committee without having completed these two years of service but will not be permitted to facilitate until such experience has been completed.) Homeowners are encouraged to complete the Board Leader Certificate Course; individuals holding this certificate shall be given priority in teaching assignments.
5. Ongoing participation and input in the monthly meetings is necessary in order to be a class instructor. Therefore, Committee members with two or more unexcused absences per year will not be eligible to teach except in a reserve capacity (that is, in the event no other eligible instructors are available for the class in question). Absences will be considered “excused” if the member notifies the Co-Chair(s) in advance with an acceptable reason as to why they cannot attend.
6. With respect to membership, regular attendance and participation is also expected. Committee members with two *consecutive* unexcused absences shall be contacted by the Co-Chair(s) and/or the Executive Director before being removed from the Committee Roster. Such member may rejoin the Committee at any time in the future when their schedule will allow them to participate regularly (Committee capacity allowing).

Committee Leadership and Reporting Relationships:

1. Co-Chairs serve two-year terms. They are chosen based on the recommendation(s) by the current Co-Chairs in consultation with the Chapter’s Executive Director, then approved by the Board.
2. All operational matters (including but not limited to scheduling, administering, and marketing/promoting educational courses) shall be coordinated with Chapter staff.
3. Questions regarding policy, governance, or vision (including but not limited to charter amendments and requests for funds) shall be addressed to the Board of Directors.