

CAI – Orange County Regional Chapter Committee Policies and Procedures

Orange County Regional Chapter, Community Associations Institute encourages all members to become active by serving on a committee. To insure that each committee functions efficiently and effectively, the following guidelines will apply:

Committees

The following committees will be regular standing committees of the chapter. Ad-hoc committees may be formed by the board of directors, executive committee or chapter president on an as-needed basis.

- Awards
 - Budget & Finance (invitation only)
 - Chapter Legislative Support Committee
 - Community Manager Support Committee
 - Community Outreach
 - Education
 - Golf
 - Membership
 - Mini Trade Show Committee
 - Programs
 - Publications
 - Public Relations
 - Symposium & Expo
 - Texas Hold 'Em Committee
- Ad-Hoc Committee
- Past President's Council

Each committee will perform the functions outlined in the committee description form and will adhere to these guidelines, as well as those outlined in the committee description. Each committee will have a member of the chapter board who serves as a liaison between the committee and the board.

Committees may add sponsorship levels to specific events other than sponsorships previously approved by the Board of Directors during the budget approval process, as long as the sponsorship and any additional expenses incurred are in alignment with the spirit of the event and the event meets the estimated sponsorship benchmark figures.

Membership

The Chapter President and Executive Director will be ex officio members of all committees. The following membership guidelines apply to each committee:

- Members will be appointed to one-year terms from January 1 to December 31 and may be appointed to successive terms.
- Membership on each committee will be balanced according to the membership representation categories of CAI.
- All committee members will be current members of CAI - Orange County Regional Chapter.
- Membership is limited to one representative, per membership, per committee, with the option that Committee Chairs can request an exception from the Board of Directors, if needed.

April 11, 2012 - Adopted at the Board of Directors meeting

Meetings

Each committee shall meet at least quarterly. The committee chair is responsible for setting up the meeting calendar for the year, meetings should be held at the Chapter office as long as space is available and notifying, with the assistance of the chapter office, each committee member. Committee members are expected to attend each meeting and contribute to the work of the committee.

Minutes

Each committee chair is responsible for the delivery of meeting minutes from all committee meetings to be sent the Chapter office.

Absences

For committees holding quarterly meetings, two consecutive, unexcused absences are ground for automatic removal from the committee. For committees holding monthly meetings, three consecutive absences are grounds for automatic removal from the committee.

Committee Chair Responsibilities

- Establish meeting dates as necessary, i.e. monthly or on an as-needed basis.
- Communicate to the Executive Committee and the Board the meeting dates and/or any changes.
- Prepare an agenda for each meeting, copy to the Executive Director and Chapter President.
- Provide to the Chapter Executive Director written Minutes of each meeting (Chapter format) for inclusion in the Board packet no later than the 30th of each month.
- Written Minutes for inclusion in the Board packet should contain the following information:
 - Date, time and place of meeting
 - Committee Members/others present
 - Committee Members absent
 - Issues discussed and decisions made
 - Recommendations to the Board
 - Any action required by the Board or the Executive Committee
 - Should any action requested have a financial impact, the request should be referred to the BFC prior to any action taken by the Board or the Executive Committee. A recommendation by the BFC must accompany the request in the Board packet.

Please note: Should the Chapter Executive Director not receive a report or request from a Committee for inclusion in the Board packet, there will be no action taken by the Board at the Meeting.