

**COMMITTEE CHARTER OF
COMMUNITY ASSOCIATIONS INSTITUTE,
SOUTHEAST FLORIDA CHAPTER, INC.**

I. Purpose

The Committee is established by the Board of Directors (the Board) of CAI-SEFL to assist the Board in executing the strategic vision and mission for the chapter. The committee's primary purpose is specific to each committee and will be updated and modified based on the chapter's strategic priorities each year.

II. Committees & Responsibilities

- a. Membership Committee – To help recruit and onboard new members to the organization and support the membership journey of existing members. The focus is membership recruitment and retention. Additionally, the committee plays a key role in selecting the nominee for the 'Recruiter of the Year' award at the annual gala.
- b. Homeowner Leader – To assist in recruiting other homeowner leaders and provide feedback to the needs of community association boards. This committee will be responsible for the programming of the homeowner leader workshop event. Additionally, the committee will be responsible for nominating candidates for the 'Homeowner Leader' award at the annual gala.
- c. Community Manager – To identify the learning and development opportunities for managers; to facilitate the ongoing education opportunities for community manager members. This committee will be responsible for the programming of the community manager workshop event. Additionally, the committee will be responsible for nominating candidates for the 'Community Manager of the Year' award at the annual gala.
- d. Young Professional – To help recruit and onboard young professional members. A specific focus for this committee is to create relationships and give back opportunities to local charities. The committee will also be actively involved in nominating candidates for the annual 'Young Professional of the Year' award to be presented at the gala.
- e. Business Partner – To ensure business partners are engaged in chapter events and to create opportunities for business partners to support the educational needs of the chapter members. This committee will also play a crucial role in nominating candidates for the annual 'Business Partner of the Year' award, to be presented at the gala.
- f. Events – To coordinate with the Executive Director to ensure a complete event calendar for the year and that each event includes check-in, survey, and sponsorship acknowledgment. This committee will be responsible for the golf event and will also be instrumental in nominating candidates for the annual 'Above & Beyond Volunteer of the Year' award to be presented at the gala.

- g. Nominating Committee – To identify future board members and committee members, and to create a succession plan for the next fiscal year.

III. Membership & Term

Members will serve for a term of 1 year at the Board's discretion. The Board shall appoint one board member to liaison with each committee.

All committees shall consist of at least three (3) and no more than nine (9) members with the exception of the nominating committee that will follow the procedures as set forth in the bylaws.

All committees shall nominate a chair of the committee from the member leaders during the first meeting of the committee. The board liaison shall not act as the chair unless otherwise directed by the Board of Directors.

IV. Meeting Frequency

Each committee shall meet at least quarterly or more frequently as deemed necessary.

V. Reporting

Each Committee Chair shall report the committee's activities and recommendations to the Board following each committee meeting by submission of a written summary to the Board liaison. Committee reports shall be made to the Board by the Board liaison.

VI. Authority

Each Committee is advisory and may not execute contracts or otherwise contract, promise, or bind the Chapter to any legal obligation. Any actions recommended by the Committee shall be reviewed by the Board of Directors who may further direct actions as necessary.

VII. Adoption and Amendment

This charter shall be adopted by the Board of Directors of CAI SEFL. It may be amended or revised by the Board as necessary to ensure the effective governance of the organization's operations.

Adopted by the Board of Directors on: February 21, 2024