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

Last Amended: March 18, 2025

I. Purpose

A Committee may be 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. The purpose of the Membership Committee is to 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 will be responsible for nominating candidates for the 'Recruiter of the Year' award.
b. Homeowner Leader Advisory Council. The purpose of the Homeowner Leader Advisory Council is to assist in recruiting other homeowner leaders and provide feedback to the needs of community association boards. This council 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 of the Year' award.
c. Community Manager Advisory Council. The purpose of the Community Manager Advisory Council is to identify the learning and development opportunities for managers and to support the ongoing education opportunities for community manager members. Additionally, the council will be responsible for nominating candidates for the 'Community Manager of the Year' award.
d. Business Partner Advisory Council. The purpose of the Business Partner Advisory Council is 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 council will also be responsible for nominating candidates for the annual 'Business Partner of the Year' award.
e. Young Professional. The purpose of the Young Professional Committee is to help recruit and on board young professional members. The specific focus for this committee is to create relationships and give back opportunities to local charities. Additionally, the committee will be responsible for nominating candidates for the annual 'Young Professional of the Year' award.
f. Education. The purpose of this committee is to support the Chapter to create the ongoing workshops and webinars for the membership with input regarding topics from the Homeowner Leader Advisory Council and Community Manager Advisory Council. This

committee will not be responsible for the homeowner leader workshop event. This committee may create subcommittees by region – Florida Keys, Miami-Dade County and Broward County to meet the needs of our members.

g. Events. The purpose of the Events Committee is 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. Additionally, the committee will be responsible for nominating candidates for the annual Above and Beyond Volunteer of the Year' award.
h. Gala. The purpose of Gala Committee is to plan and execute an annual gala for the Chapter.
i. Golf. The purpose of the Golf Committee is to plan and execute an annual golf tournament. The golf tournament is a major fundraising opportunity for the Chapter and requires year-long planning.
j. Nominating. The purpose of the Nominating Committee is to identify future board members and committee members and to create a succession plan for the next fiscal year.
k. National Conference. With the National Conference coming to South Florida in 2026, this committee will create and coordinate supporting local events and ensure that the South Florida Chapter is integrated with CAI National.

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 members 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 and Executive Director. Committee reports shall be made to the Board by the Board liaison at a Board Meeting.

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 and 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: [March 18, 2025]