



## **2016 COMMITTEE GUIDELINES**

The CAI-NJ Standing Committee appointments are made by the President-Elect in November prior to his/her term of office, and they are reported to the membership prior to the Chapter Retreat in December. The Chapter President and the Chapter Executive Director are ex officio members of all committees. Committee appointments are made for a one-year term. Replacements and substitutions are permitted on committees at the discretion of the President and committee chair. Committee members must be current CAI-NJ members in good standing throughout their terms. The following committees have been approved for 2016:

**Awards Dinner Committee (Networking Event Committees)**  
**Beach Party Committee (Networking Event Committees)**  
**Business Partner Committee**  
**Community Association Volunteer Leader Committee**  
**Conference & Expo Committee (C+E)**  
**Editorial Committee**  
**Golf Committee**  
**Manager Committee**  
**Membership Committee**  
**Pre-Conference Networking Reception Committee (Part of the C+E Committee)**  
**Spring Break Party Committee (Networking Event Committees)**

A CAI Membership Representation Group (MRG) balance shall be preserved, whenever possible, when determining committee assignments. No two members of the same association or firm shall serve concurrently on the same committee. Also, no association or firm shall have more than one member serving as committee chair in a calendar year.

The committee meeting dates will be presented at the Chapter Retreat on December 9, 2015 based upon the parameters set forth in these policies. Committee meetings will be held at the CAINJ chapter office. The chair, through CAI-NJ staff, is responsible for sending a meeting agenda at least one week prior to each meeting. Meetings can and should be cancelled for lack of agenda. Additional committee meetings can only be held with approval of the CAI-NJ President.

Committees shall host the required number of meetings as prescribed in the individual descriptions for each committee herein. This attendance policy shall be strictly enforced by committee chairs, CAI-NJ President and Chapter Executive Director. Those members who are deemed in violation of this policy may be removed from the

committee. It will be each committee member's responsibility to sign the attendance sheet provided at each meeting in order to keep an accurate record of attendance.

It is the responsibility of each committee to work within the chapter's budget. All committee activities are self-supporting and do not rely upon chapter operating funds for their endeavors.

The committee chair is responsible for choosing a committee member to take meeting minutes for committee meetings. It shall further be the responsibility of the chair to cause a written report in the way of minutes/summary of the committee's meetings and activities to be provided to the Chapter Executive Director, the committee's Board Liaison and members of the committee. At a minimum, these reports shall be due at the CAI-NJ chapter office no later than two weeks after each meeting. Presentation of a report at the CAI-NJ Board of Directors meeting will be made by the Board Liaison to the CAI-NJ Board of Directors, as necessary. The Chapter Executive Director, President and Board Liaison shall be informed of all scheduled meetings and activities of the committee and receive copies of all committee meeting minutes/summaries and other relevant information from the committee.

## **BUSINESS PARTNER COMMITTEE**

The Business Partner Committee is a committee of this chapter and reports directly to the CAI chapter Board of Directors. The purpose of the Business Partner Committee is to work within the chapter structure to develop and plan programs and services to enhance the business partner experience in the chapter. The Business Partner Committee must work within the chapter budget process to outline revenue and expenses related to committee activities. The chapter Board of Directors will approve the programs and services proposed by the committee.

The Business Partner Committee shall meet at least six times per year. Committee members must attend in person at least four meetings.

### **The specific goals for the 2016 Business Partner Committee are as follows:**

- Plan and coordinate programs & services to enhance Business Partner experience
- Plan and coordinate at least one Business Partners seminar/event per year
- Provide topics for Business Partner educational track of the chapter's annual Conference & Expo
- Ensure chapter is creating value with program & service offerings to Business Partner members
- Evaluate current chapter programs & benefits for Business Partners
- Provide content for the chapter's electronic newsletter
- **Attendance requirement: minimum of 4 of 6 regularly**
- **2016 Meeting Dates: (Wednesdays) Jan 20, Feb 17, Mar 16, Apr 20, May 18, July 20**

## **COMMUNITY ASSOCIATION VOLUNTEER LEADER COMMITTEE**

The Community Association Volunteer Leader Committee is a committee of this chapter and reports directly to the CAI chapter Board of Directors. The purpose of the Community Association Volunteer Leader Committee is to work within the chapter structure to develop and plan programs for community association volunteer leaders and engagement of community association volunteer leaders in the chapter. The Community Association Volunteer Leader Committee must work within the chapter budget process to outline revenue and expenses related to committee activities. The chapter Board of Directors will approve the education programs and events proposed by the committee.

The Community Association Volunteer Leader Committee shall meet at least four times per year. Committee members must attend in person at least three meetings.

### **The specific goals for the 2016 Community Association Volunteer Leader Committee are as follows:**

- Membership is limited to CAVL members of the chapter
- Plan and coordinate at least one CAVL seminar/event per year
- Plan and coordinate at least one CAVL roundtable per year
- Provide topics for the CAVL educational track of chapter's annual Conference & Expo
- Increase CAVL membership attendance at chapter's Conference & Expo
- Support chapter new member orientation program
- Ensure the chapter is creating value with their program
- Engage CAVL members with the chapter and CAI National
- Explore new ideas/benefits for CAVL members
- Provide content for the chapter's electronic newsletter
- **Attendance requirement: minimum of 3 of 4 regularly**
- **2016 Meeting Dates: (Thursdays) Jan 21, Mar 24, May 26, Aug 25**

## **CONFERENCE & EXPO COMMITTEE**

The Conference & Expo Committee will work to enhance exhibitor and attendee participation. This committee is charged with increasing attendance and gathering sponsorships for the event. Committee members are strongly encouraged to attend the event.

Committee members will work with the chapter staff for presenting the 2016 Conference & Expo. The education topics are the responsibilities of the Business Partner Committee, the Community Association Volunteer Committee and the Manager Committee. Speaker selection is at the sole discretion of the Chapter Board of Directors.

The Conference & Expo Committee will meet at least ten times per year. Committee members must attend in person at least seven meetings.

### **The specific goals for the 2016 Conference & Expo Committee are as follows:**

- Work to enhance exhibitor & attendee participation
- Increase attendance & gather sponsorships for event
- Recommend to CAI-NJ Board of Directors the Conference & Expo theme & logo
- Work closely with Business Partner, Managers & CAVL committees to develop education sessions
- Recommend to CAI-NJ Board of Directors possible speakers for each education session
- Committee members will serve as moderators of these programs
- Logistical planning & execution for conference day activities
- **Attendance requirement: minimum of 7 of 10 regularly**
- **2016 Meeting Dates: (Thursdays) Jan 7, Feb 4, Mar 3, Apr 7, May 5, June 2, July 7, Aug 4, Sep 8, Oct 6**

## **EDITORIAL COMMITTEE**

The primary function of the Editorial Committee is to edit the chapter's monthly magazine, *Community Trends*®, the official medium of communication for the chapter. The magazine contains columns, announcements and articles of information, analysis and informed opinions, which will reflect the interests of the three Membership Representation Groups (MRGs) of CAI. The committee is responsible for soliciting, reviewing and editing all articles for publication in *Community Trends*®, while maintaining the professionalism of the organization. It shall be the duty of this committee to meet on a monthly basis to assess the previous issues and coordinate the articles for upcoming issues. The Editorial Committee shall work closely with CAI-NJ staff in the execution of its responsibilities.

CAI-NJ staff will be responsible for collecting the articles for the committee.

The Editorial Committee shall meet monthly. Committee members must attend a minimum of three in person and six conference calls.

### **The specific goals for the 2016 Editorial Committee are as follows:**

- Coordinates the publication of *Community Trends*®
- Solicits qualified authors to submit articles
- Review & edit articles submitted for publication
- Submit one original work for publication during the calendar year
- Facilitate the chapter's annual Shoot the Cover Contest
- Meets monthly via conference call and quarterly in person
- **Attendance requirement: minimum of 3 of 4 in person and 6 of 8 conference calls (cc)**
- **2016 Meeting Dates: (Tuesdays) Jan 5, Feb 2(cc), Mar 2(cc), Apr 5, May 3(cc), Jun 7(cc), Jul 6, Aug 2(cc), Sep 6(cc), Oct 4, Nov 1(cc), Dec 6(cc)**

## **MANAGER COMMITTEE**

The primary function of the Manager Committee is to advance and promote professional community management through education, certification, recruitment, information sharing and best practices. Members of this committee must be CAI-NJ Manager or Management Company members. In addition, a member of this committee can be an individual manager member of CAI-NJ, provided that person is a direct employee of a New Jersey community association.

The Manager Committee shall meet at least six times per year. Committee members must attend in person at least four meeting.

### **The specific goals of the 2016 Manager Committee are as follows:**

- Must be a CAI-NJ Manager or a Management Company member
- Advance & promote professional community management through education, certification, recruitment, information sharing & best practices
- Develop a managers-only program on a timely issue selected by the committee
- Provide topics for Manager Education track at chapter's Conference & Expo
- Write articles for Community Trends® for the monthly "Management Trends" section
- Solicit individual community managers & management companies to join CAI-NJ
- Recommend 2017 Professional Managers Development Program (PMDP) courses in New Jersey
- Explore new benefits and services for Manager members
- Provide content for the chapter's electronic newsletter
- **Attendance requirement: minimum of 4 of 6 regularly scheduled meetings**
- **2016 Meeting Dates: (Wednesdays) Jan 13, Feb 10, Mar 9, Apr 13, May 25, July 13**

## **MEMBERSHIP COMMITTEE**

The primary function of the Membership Committee is to promote membership in CAI. The committee will also focus on the importance of membership retention. When practical, the Membership Committee will consist of members from each Membership Representation Group (MRG), as more explicitly covered in the CAI-NJ Bylaws, from a diverse geographical area. It shall be the duty of the Membership Committee to familiarize itself with the membership programs of CAI National and CAI-NJ, as well as to recommend ways and means to enhance our own membership programs to include, if appropriate, incentive programs.

### **The specific goals for the 2016 Membership Committee are as follows:**

- Responsible for the recruitment of new members & retention of current members through outreach
- Develop & implement strategies for welcoming new members
- Conduct monthly outreach to new members & report feedback to CAI-NJ staff
- Conduct monthly outreach to current members that will be expiring to encourage them to renew & report feedback to CAI-NJ staff
- Provide two membership leads per meeting & assist CAI-NJ staff with follow up when necessary
- Conduct outreach quarterly to recently expired members to encourage them to rejoin CAI-NJ & report feedback to CAI-NJ staff
- Develop & implement systems and programs for membership recruitment and retention
- **Attendance requirement: minimum of 9 of 12 regularly scheduled meetings**
- **2016 Meeting Dates: (Thursdays) Jan 28, Feb 18, Mar 17, Apr 21, May 19, June 16, July 21, Aug 18, Sep 15, Oct 20, Nov 17, Dec 15**



## **NETWORKING EVENT COMMITTEES**

The networking event committees are charged by the chapter Board of Directors to coordinate specific and already existing networking opportunities for CAI-NJ members that allow them to expand their network with other members and non-members. Networking events are used for new member recruitment, as well as a primary member benefit.

All events must create a positive image for CAI-NJ throughout the membership and general public. These events must be diverse in nature and geographical location and ultimately promote the benefit of membership in CAI-NJ. The committees are charged with increasing attendance over the previous year's event and securing sponsorships for the event. Committee members are strongly encouraged to attend the event.

Committees will disband upon the conclusion of each specific event.

### **2016 Networking Committees will be scheduled as follows:**

1. Awards Dinner Committee (December, January, February)
2. Spring Break Party Committee (January, February, March)
3. Beach Party Committee (April, June, July)
4. Golf Outing Committee (February, March, April, May)

Please note that committees do not have fiduciary responsibility for determining the registration fee of events. Menu and amenity selections must be made within the budget adopted by the chapter's Board of Directors for each networking event.

All chapter networking events must be held at licensed alcoholic beverage establishments.

- Plan & coordinate the 2016 CAI-NJ Networking Events
- Establish an event theme (if necessary)
- Secure event sponsorships & encourage attendance
- Available to help with the day-of-event activities, including shifts at registration
- Solicit door prizes (if necessary)

#### **AWARDS DINNER:**

- **Attendance requirement: minimum of 2 of 3 regularly**
- **2015/2016 Meeting Dates: (Wednesdays) Dec 16, Jan 6, Feb 3**

#### **BEACH PARTY:**

- **Attendance requirement: minimum of 2 of 3 regularly**
- **2016 Meeting Dates: (Thursdays) April 7, June 9, July 14**

Golf Outing:

- **Attendance requirement: minimum of 3 of 4 regularly**
- **2016 Meeting Dates: (Fridays) Feb 19, Mar 18, Apr 15,**
- **May 13, (June 10- if needed) Meetings start at 2:00 p.m.**

Spring Break:

- **Attendance requirement: minimum of 2 of 3 regularly**
- **2016 Meeting Dates: (Thursdays) Jan 14, Feb 11, Mar 10**