



JOIN A CAI-NJ COMMITTEE

Interested in taking an active role in the operations of the New Jersey chapter of Community Associations Institute?

All members of the chapter are welcome to join a 2017 committee. Three of CAI-NJ's committees are dedicated exclusively to CAVLs, Managers, and Business Partners, and there are several other committees that require the input of all membership groups to meet their goals. Detailed information about each committee can be found inside this brochure.

The service policy allows each member-company a seat on three committees in a given year, with one company representative per committee. This policy does not apply to Community Association Managers. CAVL committee members may also serve on an additional committee.

While placement on committees is limited, the chapter will do its best to accommodate your request. Be sure to read the Committee Guidelines, Meeting Dates & Attendance Policy carefully each year prior to volunteering to serve. The guidelines are posted on the chapter's website at www.cainj.org.

We thank you for your time and service on the chapter's committees. Your input and participation are essential to carrying out the mission of the chapter.

Please contact the CAI-NJ Office with any questions at (609)588-0030 or info@cainj.org.

2017 Committee members must attend the CAI-NJ Annual Meeting and Chapter Retreat on Thursday, December 8, 2016, at the Cultural Center at Clearbrook Community Association, 1 Clearbrook Drive, Monroe Township, New Jersey 08831. Space on committees is limited, and your reply is not a guarantee that you will be selected for service. This form must be received in the CAI-NJ office by Friday, October 7, 2016. Committee assignments for 2017 will be made by Friday, October 14, 2016.

2017 COMMITTEE DESCRIPTIONS

NETWORKING EVENT COMMITTEES:

- Plan & coordinate the 2017 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 scheduled meetings.**
- **2016 Meeting Dates: Dec. 14**
- **2017 Meeting Dates: (Wednesdays) Jan. 12, Feb. 9**

BEACH PARTY:

- **Attendance requirement: minimum of 2 of 3 regularly scheduled meetings. Meets at 10:30 am.**
- **2017 Meeting Dates: (Thursdays) April 20, June 15, July 27**

GOLF OUTING:

- **Attendance requirement: minimum of 2 of 3 regularly scheduled meetings. Meets at 2:00 pm.**
- **2017 Meeting Dates: (Fridays) Feb. 17, April 7, May 12**

SPRING BREAK:

- **Attendance requirement: minimum of 2 of 3 regularly scheduled meetings.**
- **2017 Meeting Dates: (Thursdays) Jan. 19, Feb. 16, March 16**

COMMITTEES:

BUSINESS PARTNER COMMITTEE:

- Plan and coordinate programs & services to enhance Business Partner experience
- Plan and coordinate at least one Business Partners seminar/event per year
- Review submitted proposals 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 scheduled meetings.**
- **2017 Meeting Dates: (Wednesdays) Jan. 18, Feb. 15, March 15, April 19, May 17, June 19**

COMMUNITY ASSOCIATION VOLUNTEER LEADER (CAVL) COMMITTEE:

- 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
- Review submitted proposal 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 scheduled meetings. Meets at 11:00 am.**
- **2017 Meeting Dates: (Thursdays) Jan. 12, March 23, May 18, August 17**

CONFERENCE & EXPO COMMITTEE:

- 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 scheduled meetings**
- **2017 Meeting Dates: (Thursdays) Jan. 5, Feb 2, March 9, April 6, May 11, June 1, July 6, Aug. 3, Sept. 7, Oct. 12**

EDITORIAL COMMITTEE:

- 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
- **Attendance requirement: minimum of 4 of 6 in person and 4 of 6 conference calls (cc)**
- **2016 Meeting Dates: (Tuesdays) Jan. 3, Feb. 7 cc, March 7, April 4 cc, May 2, June 6 cc, June 28, Aug. 1 cc, Sept. 5, Oct. 3 cc, Nov. 7, Dec. 5 cc**

QUESTIONS?
CALL 609.588.0030 OR
EMAIL INFO@CAINJ.ORG

HELP
VOLUN
connect

**COMMITTEE MEETINGS WILL BE HELD AT THE CAI-NJ HEADQUARTERS
500 HARDING RD., FREEHOLD, NJ
ALL MEETINGS BEGIN AT 9:30 A.M. UNLESS NOTED**

MANAGERS COMMITTEE:

- 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
- Review submitted proposals 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 2018 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**
- **2017 Meeting Dates: (Wednesdays) Jan. 11, Feb. 8, March 8, April 5, May 10, July 12**

MEMBERSHIP COMMITTEE:

- 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 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**
- **2017 Meeting Dates: (Thursdays) Jan. 19, Feb. 16, March 16, April 20, May 18, June 15, July 20, Aug. 17, Sept. 14, Oct. 19, Nov. 16, Dec. 14**

**ALL 2017 COMMITTEE MEETINGS WILL BE HELD AT THE CAI-NJ HEADQUARTERS
500 HARDING ROAD., FREEHOLD, NJ 07728
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CHOOSING A COMMITTEE

Please prioritize desired assignment by listing your top four (4) choices: 1 being your first choice, 2 being your second choice, 3 being your third choice, and 4 being your last choice.

<input type="checkbox"/> Awards Dinner Committee	<input type="checkbox"/> Beach Party Committee	<input type="checkbox"/> Business Partners Committee
<input type="checkbox"/> CAVL Committee	<input type="checkbox"/> Conference & Expo Committee	<input type="checkbox"/> Editorial Committee
<input type="checkbox"/> Golf Outing Committee	<input type="checkbox"/> Managers Committee	<input type="checkbox"/> Membership Committee
<input type="checkbox"/> Spring Break Party Committee		

Please initial here ☐ that you acknowledge you have read and understand the 2017 Committee Guidelines posted at www.cainj.org.

Current Company or Organization: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____

Please mail, fax, or email your completed form to:
CAI-NJ Attn: Committee Sign-Ups
500 Harding Rd., Freehold, NJ 07728
Fax: (609) 588-0040 or email: info@cainj.org

**If you prefer, complete and submit application
on our website: www.cainj.org
DEADLINE TO APPLY
FRIDAY, OCTOBER 7, 2016**