



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 2016 committee. Three of CAI-NJ's committees are dedicated exclusively to CAVLs, Managers, and Business Partners, and there are several more 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 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 Marla Serafino at the CAI-NJ Office with any questions regarding committee sign-ups: (609)588-0030 or marla@cainj.org.

2016 Committee members must attend the CAI-NJ Annual Meeting and Chapter Retreat on Wednesday, December 9, 2015, 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 2, 2015.** Committee assignments for 2016 will be made by Friday, October 16, 2015.

2016 COMMITTEE DESCRIPTIONS

NETWORKING EVENT COMMITTEES:

- 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 scheduled meetings**
- **2015/2016 Meeting Dates: (Wednesdays) Dec 16, Jan 6, Feb 3**

BEACH PARTY:

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

GOLF OUTING:

- **Attendance requirement: minimum of 3 of 4 regularly scheduled meetings**
- **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 scheduled meetings**
- **2016 Meeting Dates: (Thursdays) Jan 14, Feb 11, Mar 10**

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
- 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 scheduled meetings**
- **2016 Meeting Dates: (Wednesdays) Jan 20, Feb 17, Mar 16, Apr 20, May 18, July 20**

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 rountable 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 scheduled meetings**
- **2016 Meeting Dates: (Thursdays) Jan 21, Mar 24, May 26, Aug 25**

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**
- **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:

- 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)**

QUESTIONS?
CALL 609.588.0030 OR
EMAIL MARLA@CAINJ.ORG

HELP
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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
- 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:

- 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**

**ALL 2016 COMMITTEE MEETINGS WILL BE HELD AT THE NEW CAI-NJ OFFICE
500 HARDING ROAD., FREEHOLD, NJ 07728
ALL MEETINGS BEGIN AT 9:30 A.M. UNLESS NOTED**

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.

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|---|--|--|
| <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 2016 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
1675 Whitehorse-Mercerville Rd., Suite 206
Mercerville, NJ 08619
Fax: (609) 588-0040 or email: marla@cainj.org

If you prefer, complete and submit application on our website: www.cainj.org
DEADLINE TO APPLY
FRIDAY, OCTOBER 2, 2015