



## 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 apply to serve on a committee for 2019. Three of CAI-NJ's committees are dedicated exclusively to Homeowner Leaders, 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 does not apply to Community Association Managers. Homeowner Leader (HL) committee members and F.A.S.T. committee members may also serve on one 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](http://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](mailto:info@cainj.org).



## SAVE THE DATE!

# Chapter Retreat

2019 Committee members must attend the CAI-NJ Annual Meeting and Chapter Retreat on Thursday, December 6, 2018, 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 5, 2018.** Committee assignments for 2019 will be made by Friday, October 12, 2018.





# 2019 COMMITTEE DESCRIPTIONS

## AWARDS DINNER:

- Plan and coordinate the 2019 Awards Dinner
- Establish an event theme and create decorations
- Secure event sponsorships & encourage attendance
- Available to help with the day-of-event activities, including shifts at registration

**Attendance requirement: minimum of 3 of 4 regularly scheduled meetings. Meets at 9:30 am.**

**2018 Meeting Date: Dec. 12**

**2019 Meeting Dates: (Wednesdays) Jan. 16, Feb. 6, Oct. 2**

## BUSINESS PARTNER:

- Membership is limited to Business Partner members of the chapter
- Plan and coordinate programs and services to enhance Business Partner experience
- Plan and coordinate at least one Business Partner 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 and service offerings to Business Partner members
- Evaluate current chapter programs and benefits for Business Partners
- Provide content for the chapter's electronic newsletter

**Attendance requirement: minimum of 4 of 6 regularly scheduled meetings. Meets at 9:30 am.**

**2019 Meeting Dates: (Wednesdays) Jan. 30, Feb. 27, Mar. 27, Apr. 24, May 29, July 31**

## HOMEOWNER LEADER (HL):

- Membership is limited to HL members of the chapter
- Plan and coordinate at least one HL seminar/event per year
- Plan and coordinate at least one HL roundtable per year
- Review submitted proposal for the HL educational track of chapter's annual Conference & Expo
- Increase HL membership attendance at chapter's Conference & Expo
- Ensure the chapter is creating value with their program
- Engage HL members with the chapter and CAI National
- Explore new ideas/benefits for HL members
- Provide content for the chapter's electronic newsletter

**Attendance requirement: minimum of 3 of 4 regularly scheduled meetings. Meets at 11:00 am.**

**2019 Meeting Dates: (Thursdays) Jan. 31, Mar. 28, May 30, Aug. 29**

## CONFERENCE & EXPO:

- Work to enhance exhibitor and attendee participation
- Increase attendance and sell sponsorships for event
- Recommend to CAI-NJ Board of Directors the Conference & Expo theme and logo
- Work closely with Business Partner, Managers and HL 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 and execution for conference day activities

**Attendance requirement: minimum of 7 of 10 regularly scheduled meetings. Meets at 9:30 am.**

**2019 Meeting Dates: (Thursdays) Jan. 10, Feb. 7, Mar. 14, Apr. 11, May 2, June 13, July 18, Aug. 15, Sept. 19, Oct. 10**

## EDITORIAL:

- Coordinates the publication of Community Trends®
- Solicit qualified authors to submit articles
- Review and 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). Meets at 9:30 am.**

**2019 Meeting Dates: (Tuesdays) Jan. 8, Feb. 5 cc, Mar. 5, Apr. 2 cc, May 7, June 4 cc, June 27, Aug. 6 cc, Sept. 10, Oct. 1 cc, Nov. 5, Dec. 3cc**

## FUTURE ALL STAR TEAM (F.A.S.T.):

- Coordinate the Olympics Event
- Assists on initiatives throughout the year such as Red Nose Day, Food Drive, School Supply Drive, Breast Cancer Awareness, Movember, and Holiday Family Adoption
- Plan and coordinate networking meet-ups

**Attendance requirement: minimum of 4 of 6 regularly scheduled meetings. Meets at 9:30 am.**

**2019 Meeting Dates: (Thursdays) Jan. 24, Mar. 21, May 23, July 11, Sept. 26, Nov. 21**

## GOLF OUTING:

- Plan and coordinate the 2019 Dennis R. Casale Memorial Golf Outing
- Secure event sponsorships and encourage attendance
- Available to help with the day-of-event activities, including shifts at registration

**Attendance requirement: minimum of 2 of 3 regularly scheduled meetings. Meets at 2:00 pm.**

**2019 Meeting Dates: (Fridays) Mar. 22, May 17, June 21**

## MANAGER:

- Must be a CAI-NJ Manager or a Management Company member
- Advance and promote professional community management through education, certification, recruitment, information sharing and best practices
- Develop a managers-only program on a timely issue selected by the committee
- Review submitted proposals for the Manager education track at chapter's Annual Conference & Expo
- Write articles for Community Trends® for the monthly "Management Trends" section
- Solicit individual community managers and management companies to join CAI-NJ
- Recommend 2020 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. Meets at 9:30 am.**

**2019 Meeting Dates: (Wednesdays) Jan. 9, Feb. 13, Mar. 13, Apr. 10, May 1, Aug. 14**



**COMMITTEE MEETINGS WILL BE HELD AT THE CAI-NJ HEADQUARTERS  
500 HARDING RD., FREEHOLD, NJ, 07728**

**MEMBERSHIP:**

- Responsible for the recruitment of new members and retention of current members through outreach
- Develop and implement strategies for welcoming new members
- Conduct monthly outreach to new members and report feedback to CAI-NJ staff
- Conduct monthly outreach to current members that will be expiring to encourage them to renew and report feedback to CAI-NJ staff
- Conduct outreach to recently expired members to encourage them to rejoin CAI-NJ and report feedback to CAI-NJ staff
- Develop and implement systems and programs for membership recruitment and retention

**Attendance requirement: minimum of 9 of 12 regularly scheduled meetings. Meets at 9:30 am.**

**2019 Meeting Dates: (Thursdays) Jan. 24, Feb. 21 cc, Mar. 21, Apr. 18 cc, May 16, June 20, July 25, Aug. 15 cc, Sept. 19, Oct. 24, Nov. 14, Dec. 12 cc**

**NETWORKING EVENTS:**

- Plan and coordinate the 2019 CAI-NJ Networking Events including Spring Break Party (April), Beach Party (August) & Pre-Conference Networking Reception (October)
- Establish an event theme (if necessary)
- Secure event sponsorships and encourage attendance
- Available to help with the day-of-event activities, including shifts at registration
- Solicit door prizes (if necessary)

**Attendance requirement: minimum of 3 of 4 regularly scheduled meetings. Meets at 9:30 am.**

**2019 Meeting Dates: (Thursdays) Feb. 7, May 16, July 25, Sept. 12**



**FILL OUT THE FORM BELOW AND RETURN IT BY FRIDAY, OCTOBER 5, 2018**

## 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         | <input type="checkbox"/> Editorial                       | <input type="checkbox"/> Membership        |
| <input type="checkbox"/> Business Partner      | <input type="checkbox"/> Future All Star Team (F.A.S.T.) | <input type="checkbox"/> Networking Events |
| <input type="checkbox"/> Homeowner Leader (HL) | <input type="checkbox"/> Golf Outing                     |                                            |
| <input type="checkbox"/> Conference & Expo     | <input type="checkbox"/> Manager                         |                                            |

Please initial here ☐ that you acknowledge you have read and understand the 2019 Committee Guidelines posted at [www.cainj.org](http://www.cainj.org).

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](mailto:info@cainj.org)

If you prefer, complete and submit application  
on our website: [www.cainj.org](http://www.cainj.org)

**DEADLINE TO APPLY  
FRIDAY, OCTOBER 5, 2018**