



## CENTRAL OHIO CHAPTER MANAGERS-ONLY EVENT CHARTER

### OVERALL OBJECTIVE

The Managers-Only Event Committee ("Committee") organizes an annual special event to honor and celebrate the community association managers of the CAI Central Ohio Chapter ("Chapter").

### RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Selecting a date for the managers-only event.
- Overseeing the planning and coordination of all aspects of the managers-only event.
- Collaborating with the CAI Central Ohio Chapter CED to effectively communicate event details to all community association managers within the Chapter and, when applicable, coordinate sponsorships with CAI business partners.
- Obtaining the Board's prior approval to all contracts in the Chapter's name and for all expenses for which the Chapter will be liable.
- Choosing an inclusive event format that encourages participation from all community managers and fosters opportunities for connection and relationship-building.

### MEMBERS

- Selected by the Committee Chair, in consultation with the Board, and through volunteer opportunities from the membership.

### ROLE OF CHAIR

- Reports directly to the Board and provides an update within 1 week of each committee meeting.
- Leads and guides the work of the Committee.
- Prepares a calendar schedule of meetings each February to the Board.
- Ensures the Committee members are participating and engaged, that meetings are productive, that the Committee's work abides by all policies and regulations associated with the local and national CAI organization, and that records are kept and maintained in local CAI official records.
- Assigns tasks to Committee members as appropriate and provides necessary deadlines for those tasks
- Reports to the Board and Chapter members regarding Committee goals and expectations.
- Committee Chair or Secretary drafts minutes from each meeting and provides a copy to the Central Ohio CAI Board.

### MEETINGS

The Committee shall meet at least quarterly at a date, time, location, and manner set by the Committee chair. The Committee may meet more than once per quarter as the Committee Chair deems appropriate. Meetings may be held in person, telephonic, or electronic, as the Committee chair deems appropriate. The Committee chair will prepare or approve an agenda in advance of each Committee meeting and communicate meeting details to the membership in a timely fashion.

### ANNUAL COMMITTEE GOALS

The Committee will establish annual goals specifying its principal work focus areas for the coming year at the Committee's first meeting after the Chapter's annual meeting. Examples of annual goals may include:

- Scheduling a date to host the manager's only event (typically between June and September) that does not conflict with another CAI Central Ohio event.
- Establishing a target attendance goal for the number of community association managers expected to participate.

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_