



CENTRAL OHIO CHAPTER MEMBERSHIP COMMITTEE CHARTER

OVERALL OBJECTIVE

The Membership Committee ("Committee") of the CAI Central Ohio Chapter ("Chapter") is responsible for creating and implementing membership retention and recruitment plans.

RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Creating and implementing membership engagement and retention plans, including a budget, and presenting it to the Chapter's Board of Directors ("Board") for review and approval.
- Identifying prospective Chapter members to be added to our database of prospective Chapter members.
- Relaying the Chapter's membership goals and identified prospective Chapter members to the Chapter's Marketing Committee.
- Coordinating outreach strategies and efforts with the Chapter's Marketing Committee
- Obtaining Board approval prior to executing any contracts in the Chapter's name and before incurring any expenses for which the Chapter will be financially responsible.

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 committee meetings each January 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 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 and the results of any initiatives planned and implemented by the Committee.
- 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, but are not limited to:

- Membership goals for both overall Chapter members and representation from membership categories (e.g. Business Partners, Management Companies, Community Managers, and Homeowner Leaders)
- Membership retention goals
- Membership engagement goals in Chapter committees, events, and activities
- The committee will establish a written action plan for how these various goals will be carried out

Committee Member Signature _____ Date _____