

## CENTRAL OHIO CHAPTER PROGRAMS COMMITTEE CHARTER

### OVERALL OBJECTIVE

The Programs Committee (“Committee”) provides opportunities for CAI Central Ohio Chapter (“Chapter”) members to gain educational and professional experience through organized presentations and activities.

### RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Planning and implementing educational opportunities for Chapter members focusing on the Chapter’s educational and professional mission as determined by the Chapter’s Board of Directors (“Board”)
- Educating Chapter members about the Chapter’s educational and professional development mission
- Providing notice of educational and professional opportunities and initiatives to Chapter members
- Planning and executing all Chapter lunches, CAI Leadership Development Workshop, and other social and professional development activities including the managers’ only luncheon and PCAM or other professional courses for managers
- Creates a schedule of proposed programs by October for the following year

### 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 schedule of committee 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 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, opportunities to support Chapter’s educational and professional development, 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:

- Schedule educational and professional opportunities for Chapter members, including educational themes for the year.
- Provide educational and professional development opportunities to property managers, business partners, and homeowner leaders that (a) deliver valuable and relevant information tailored to each membership group, and (b) offer unique content not readily accessible outside of CAI.
- Set goals around the Chapter’s membership attendance at events presented by the Committee.
- Develop opportunities to engage non-Chapter members in educational and professional opportunities and work with other committees within the CAI Chapter to maximize the impact of these events.
- Ensure that all Chapter programs are centered on education and professional development, and are not used as platforms for sales, personal revenue generation by presenters, or marketing for law firms and management companies.

- Encourage professional management designations and certifications for property manager members, by recognizing such credentials and providing opportunities to take educational courses in furtherance of obtaining management credentials.

**Committee Member Signature** \_\_\_\_\_

**Date** \_\_\_\_\_