

## CENTRAL OHIO CHAPTER TRADE FAIR COMMITTEE CHARTER

### OVERALL OBJECTIVE

CAI Central Ohio Chapter ("Chapter") hosts an Annual Trade Fair ("Trade Fair") to connect business partners to community association managers and community association volunteers in Central Ohio and to raise funds for the Chapter. The Trade Fair Committee ("Committee") plans, organizes, and implements the Trade Fair.

### RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Coordinating and executing the Trade Fair, with a strong emphasis on driving attendance, as a key factor for event success.
- Notifying Chapter members about the upcoming Trade Fair through consistent reminders and updates. Collaborate with the Marketing Committee to generate interest and promote the event, encouraging the use of social media and leveraging collateral and photos from past events to enhance outreach.
- Soliciting sponsors for the Trade Fair, if necessary.
- Tracking all sponsorships received, monetary or otherwise, and reporting them to the Chapter's Board of Directors ("Board").
- Obtaining the Board's prior approval to all Trade Fair contracts in the Chapter's name and for all expenses for which the Chapter will be liable.
- Ensuring that the Trade Fair generates a profit.

### 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
- Ensures the Committee members are participating and engaged, that meetings are productive, and that records are kept and maintained and sent to the CAI board liaison.
- Assigns tasks to Committee members, as appropriate.
- Creates a succession plan with Committee members to ensure future viability of Committee.
- Reports to Board and Chapter members regarding Committee goals and expectations and results of any initiative 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 monthly 6 months leading up to the Trade Fair, followed by one post-event wrap-up meeting to be held before the end of the year at a designated date, time, and location set by the Committee chair. 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:

- Establishing profit goals for the Chapter related to the Trade Fair.
- Setting targets for business partner participation and attendee turnout.
- Identifying strategies to engage non-Chapter members as attendees or sponsors of the Trade Fair.

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