



BUSINESS PARTNER COUNCIL CHARTER

PURPOSE: The Business Partner Council is a committee established by and serves at the direction of the Board of Directors (BOD). The purpose of the council is to work within the Chapter structure to develop and plan programs and events to enhance the Business Partner experience in the Chapter. The committee will also work with the Chapter Executive Director (CED) to facilitate CAI National's Business Partner Essentials course (BPE).

COMMITTEE STRUCTURE: The committee chair shall be chosen by the incoming President. The committee shall consist of at least three (3) additional Members. Each member of the committee must be a representative of a CAI Business Partner Member in good standing. All will be approved by the BOD.

TERM: The committee is a standing committee appointed by the BOD. Members will serve for a period of one (1) year. The BOD shall approve the committee chair for the following year at the preceding August meeting and approve the committee members when chosen.

BOARD LIAISON: There shall be a Board liaison between the committee and the BOD who is responsible for attending Chapter Board meetings and delivering minutes or a summary of the committee meetings. The liaison shall be appointed by the Chapter President.

COMMITTEE LIAISON: There shall be a liaison from the committee who will interface with other committees as necessary and requested.

COMMITTEE CHAIR: The chairperson will be responsible for setting meeting dates, times, and locations; preparing committee meeting agendas; moderating meetings; coordinating tasks; and handling requests among the committee as a whole. The chairperson will be responsible for ensuring the Board liaison and CED are provided with minutes of the most recent committee meeting or alternative written report no less than ten (10) days prior to each Board meeting.

The chairperson will be responsible for ensuring the Board liaison and CED are provided the dates of all proposed events and the committee's projected annual profit and loss statement for the coming year no later than August 31st. They shall also complete and submit the required "CAI Event Request Form" and profit and loss statement outlining sponsorships and expenses specific to each event for the Board's review and approval a minimum of ninety (90) days prior to each event and prior to any advertisement, contract execution, or promises of sponsorships for any event.

AUTHORITY: The committee reports to the BOD. The committee must work within the Chapter budget process to outline revenue and expenses related to committee activities. There will be no additional expense to the Chapter. The committee will assist with securing sponsorships sufficient to cover the full expense of any program or event presented. The BOD must review and approve the programs and events proposed by the committee prior to implementation.

DUTIES: The committee has the responsibility to organize a minimum of one (1) event per year as well as other activities as may be presented to and approved by the Board from time to time. Events for the upcoming year are to be coordinated with the CED and the Board to confirm the dates of all proposed events and the committee's projected annual profit and loss statement in advance of August 31st of the preceding year. The Board must provide written approval for any submitted "CAI Event Request Form" and profit and loss statement outlining sponsorships and expenses specific to each event prior to any advertisements, contract executions, or promises of sponsorships. The location of each event is to be determined by the committee and approved by the BOD no less than ninety (90) days prior to the event date.

- **Venue Selection:** The committee will contact the optional locations and obtain prices for participation and food for each event. The committee will select a location and make a recommendation, while requesting final approval from the BOD. The committee will set the participation fees for each event with approval of the BOD.
- **Sponsorship Packages:** The committee will develop the Sponsor Packages for all proposed events and present them for approval to the BOD. The Sponsor Packages must be set no later than August 31st of the preceding year so they can be offered to the Business Partners in conjunction with the Annual Sponsor Packages. **A commitment in writing must be received by the CED who will invoice the sponsor.** No sponsorship is complete until the commitment form has been received in the Chapter office. Only paying sponsors will be allowed to distribute marketing literature at the event. All sponsorships are on a first come, first served basis.

The committee shall work to secure sponsorships for the events it chooses to produce.

- **Meetings:** The Committee will meet as often as necessary in order to accomplish its responsibilities and duties. The Committee Chair(s) will send an agenda and meeting reminders to all committee members. A member of the committee will take minutes and submit to the board liaison for submission to the board a minimum of ten (10) days prior to the board meeting.

COMMITTEE ATTENDANCE: Committee members will attend scheduled meetings and functions as often as possible.