



## MEMBERSHIP COMMITTEE CHARTER

**PURPOSE:** The Membership Committee is established by and serves at the direction of the Board of Directors (BOD). The purpose of the committee is to recruit new members to the Chapter and to promote the retention of current members, with an emphasis on increasing Homeowner Leader members.

**COMMITTEE STRUCTURE:** The committee chair shall be chosen by the incoming Chapter President. The committee shall consist of at least three (3) additional Members. All must 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 31<sup>st</sup>. 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 and ensure that there will be no additional expense to the Chapter. The committee will assist with securing sufficient sponsors and sponsorships to cover the full expense of any program or event presented. The BOD must review and approve the programs and services proposed by the committee prior to implementation.

**DUTIES:** The committee will strategize and execute a plan to recruit a targeted level of new members which shall be set by the committee. The committee will assist the CED in reaching out to past members whose names are provided by CAI National to encourage these members to renew their membership. The committee will organize events and conduct activities for prospective new members to introduce

them to CAI and the Chapter. The committee may host prospective new members at a Chapter function one (1) time at the expense of the Chapter if funds are available in the annual Chapter budget. The committee will stay within the allotted budget for these activities.

The committee will organize a minimum of two (2) new member events per year as well as other activities as may be presented to and approved by the Board periodically, to introduce new members to the benefits that come with their membership. 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 31<sup>st</sup> 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 new member event. The committee will select a location and make a recommendation, while requesting final approval from the BOD.
- The committee will work with the CED to locate and secure sponsors for new member events.
- **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 committee meetings and chapter functions as often as possible.