

Southern Arizona Chapter
Community Associations Institute
Committee Organization and Procedures

The Southern Arizona Chapter of the Community Associations Institute encourages all members to become active by serving on a committee. To insure that each committee functions efficiently and effectively, the following will apply:

1. Standing Committees. The following Committees will be regular standing committees:

1.1. Program Planning & Events. Design, plan, coordinate and assist in administration of monthly luncheon programs, periodic workshops and other Chapter events. This includes procuring and set-up of venues, procuring speakers, and providing copy to CED for email blasts and other event publicity. CED will prepare email blast and other event publicity and have it reviewed by program co-chair or Board liaison before release.

1.2. Membership Recruitment/Sponsorship Development – Attract new members; retain existing members; provide information as needed. Event planning for membership recruitment. Recruit and maintain vendors to support Chapter and special events and projects. Assist in planning sponsor recognition displays and events.

1.3. Legislative Affairs – Delegates & Members at Large to Arizona Legislative Action Committee.

1.4. Newsletter & Communications – Edit and publish 4 newsletters per year; develop communication with members and media as needed.

1.5. Executive Committee – Comprises the officers of the Chapter, will meet between Board meetings needed with Chapter Executive Director to review Chapter business and operations.

Each Committee will perform the functions outlined in the above general descriptions and will adhere to the following policies and guidelines. If a Board member is not the Chair of or member of a particular Committee, the Board will assign a Board member to act as liaison between the Committee and the Board. Ad-hoc Committees may be formed by the Board, Executive Committee or Chapter President on an as-needed basis. Committees will draft administrative policies, as needed, for review and approval by the Board.

2. General Committee Policies & Guidelines.

2.1. Committees are responsible for the implementation of the Chapter's annual strategic plan as it applies to the Committee's purpose and description. In general, each Committee will carry out the Chapter's goals and objectives that are pertinent to its assigned tasks as outlined by the Chapter President and Board of Directors.

2.2. The Board of Directors will appoint members of each Committee in order to ensure that there is adequate member participation to support all active Chapter Committees.

2.3. As a general guideline, no more than two (2) representatives from any one company or association will be on the same Committee unless otherwise approved by the Board to fulfill specific Chapter needs.

2.4. Committees are not authorized to expend Chapter funds or enter into contracts without the express approval of the Board of Directors.

3. Committee Duties and Responsibilities

3.1. Committee Chairs:

3.1.1. The Board shall appoint a Chairperson or Co-Chairpersons, who will serve at the pleasure of and under the direction of the Board of Directors.

3.1.2. Chairs shall serve one (1) year, or until successors are selected. At conclusion of Chapter year, the Committee Chair may be reinstated for an additional term by the Committee members.

3.1.3. Chairs must be current members of the Chapter.

3.1.4. Chairs are responsible for overseeing the budget for specific Committee projects and providing support to meet the Chapter's budgetary goals (where applicable).

3.1.5. Where applicable, Chairs will be responsible for providing calendar and budgetary proposals for their Committees' annual budgetary income and expenses to the Chapter Treasurer and the Chapter Executive Director by October 31st of each year.

3.1.6. Chairs will provide Committee meeting notices to include (when applicable): meeting agenda, minutes from prior meeting, and back-up material.

3.1.7. Committee Chair will report progress and status of current activities to the Board of Directors monthly by providing meeting minutes and updates to the CED for distribution to Board for consideration during the Board's monthly meeting agenda – (use Committee Report Form)

3.1.8. Chairs will work directly with Chapter Executive Director to implement Committee functions in accordance with each Committee's administrative policies.

3.1.9. Chair vacancy occurs, the Board shall appoint a new Chair or, if necessary, the Board will appoint additional member(s) to the Committee.

3.2. Committee Members:

3.2.1. Committee members are appointed by and serve under the direction of the Board of Directors, and in accordance with all applicable policies and procedures.

3.2.2. Committee members serve a one (1) year term (and may be reappointed) and should represent major areas of specialization: homeowners, managers, professionals and service providers.

3.2.3. Committee members must be a current member of the Chapter.

3.2.4. Committee members may be removed by a majority vote of the Board.

3.2.5. Committee member absent from three (3) consecutive Committee meetings will be deemed to have resigned from the Committee.

3.2.6. Committees are encouraged to attend Chapter luncheons and events.

Administrative Policies for Chapter Standing Committees:

Exhibit I - Program Planning & Events

**Exhibit II – Membership Recruitment/
Sponsorship Development**

Exhibit III - Legislative Affairs

Exhibit IV - Newsletter & Communications

Exhibit V - Executive Committee