

CAI-SOAZ CHAPTER
MEMBERSHIP/SPONSORSHIP COMMITTEE
CHARTER

1. Purpose of the CAI-SOAZ Chapter Membership/Sponsorship Committee:

The CAI-SOAZ Membership Committee has three main purposes:

- 1.1. Grow membership/sponsorship by way of recruitment and retention.
- 1.2. Provide new and prospective membership/sponsorship orientation.
- 1.3. Market the Chapter's membership/sponsorship opportunities.

2. Responsibilities and Authority of the CAI-SOAZ Chapter Membership/Sponsorship Committee:

- 2.1. Contact all new members, welcoming them on behalf of the CAI-SOAZ Chapter.
- 2.2. Forward information to National (with a copy to the Chapter CED) so a Welcome Letter and Packet can be mailed on behalf of the Chapter.
- 2.3. Contact past members/sponsors whose memberships/sponsorships have expired to garner information regarding why they let their membership/sponsorship expire and utilize this information when creating new retention plans.
- 2.4. Attending monthly manager luncheons and/or quarterly breakfasts to introduce newer members to other attendees.
- 2.5. Create and facilitate new retention program plan.
- 2.6. Support and guide any sub-committees serving under the Membership/Sponsorship Committee. The Membership/Sponsorship Committee will be the entity that submits sub-committee proposals to the Board of Directors after they have reviewed and approved on a committee level.
- 2.7. Create annual sponsorship solicitation materials and submit to CED by September 1st for her review and distribution to Board for approval at September Board meeting.

3. Organization of the CAI-SOAZ Chapter Membership/Sponsorship Committee:

- 3.1. The CAI-SOAZ Chapter Membership/Sponsorship Committee shall consist of least three (3)

members but no more than nine (9) members.

3.2. The Board of Directors shall appoint the Committee Chair.

3.3. The Committee members shall be appointed by the Chair of the Committee, or recommended by the Board of Directors, and reviewed annually by the Chair. The Board of Directors may remove any Committee member, and/or dissolve a Committee, with or without cause at any time.

3.4. The Committee also has the authority to remove its own members with a vote of the majority of the Committee. Upon the removal of a member by the Committee, the Committee Chair will appoint a replacement if it is determined that a replacement member is needed, or the Board of Directors can recommend a member to the Committee.

4. Operations of the CAI-SOAZ Chapter Membership/Sponsorship Committee:

4.1. The CAI-SOAZ Chapter Membership/Sponsorship Committee shall meet as needed, but at least quarterly.

4.2. The Committee Chair shall keep minutes of the Committee meetings. The Committee shall approve these minutes. A copy of the approved minutes will be forwarded to the CED for reporting purposes to the Board of Directors, and for record keeping.

4.3. The Membership/Sponsorship Committee will be responsible for reviewing and submitting all sub-committee reports and minutes to CED for reporting purposes to the Board of Directors and for record keeping.

4.4. The Membership/Sponsorship Committee is authorized to spend up to the monthly budgeted amount set aside for this Committee for its marketing purposes.

4.5. If the Membership/Sponsorship Committee feels that it will go over budget in any given month, or for any given event, a summary must be given to the CED for distribution to the Board of Directors, detailing the cause and what can be done to correct it.

4.6. The Membership/Sponsorship Committee will prepare on an annual basis an Annual Report of the status and accomplishments of the committee during the prior year. This report will be forwarded to the CED for distribution to the Board of Directors at least three weeks in advance of the Chapter's Annual Meeting.