

**Community Associations Institute  
Southern Arizona Chapter**

**Programs & Events Committee  
Administrative Guidelines & Policies**

**Purpose:**

The Program Committee is a standing committee. The Committee is to set the schedule of annual events and programs for the Chapter. Committee recommendations will follow the policies and procedures of the Southern Arizona Chapter and the National Office. The Committee will develop and propose annual events/programs for approval of the Chapter Board and interface with Membership/Sponsor Committee for the recruitment of sponsors to financially support the scheduled annual events and programs. The Committee is directly responsible to the Board and shall provide advice and recommendations on such matters as:

- Development, promotion and evaluations of Chapter membership opportunities through campaigns, programs and special events.
- Planning, budgeting, and obtaining sponsorship and staffing for each event or program.
- Assure each event or program is adequately publicized to the Chapter membership and other interested parties.
- Assure each event or program is adequately staffed for check-in of participants, audio-visual needs of presenters, and recognition of event and Chapter sponsors.
- Provide direction in plans of marketing, promotion and communication with members.
- Provide volunteers with an opportunity to serve and grow in a leadership capacity.
- Strategize with the Membership/Sponsorship Committee, and evaluate all sales and retention efforts in order to grow the membership.

**Membership:**

Chairperson: There shall be a Chairperson, who shall be a member of the Chapter's Board, and who shall preside at all Committee meetings.

Vice Chairperson: There shall be a Vice Chairperson, appointed by the Committee Chairperson, who in the absence of the Chairperson shall execute the duties of the Chairperson.

Membership: Members shall consist of the Chairperson plus at-large members who shall be appointed to the Committee by the Chairperson. The recommended Committee membership includes community volunteers, business partners, and community managers. The talents and interest of Committee members should preferably compliment the purpose of the Committee. Three consecutive non-excused absences will result in the termination of the Committee member from the Committee.

The Committee Chair shall interview prospective Committee members, to ensure their interests are in line with Chapter goals and that their obligation to attend meetings, execute tasks, and strive to achieve the Committee's goals are understood and that they are capable of performing all tasks assigned relating to program events and promoting sponsor involvement.

The Committee members shall serve one-year terms, with reappointment permissible any number of additional one-year terms.

The Chairperson (with the approval of the Chapter's President) may create ad-hoc sub-committees to address specific issues or deal with special situations as deemed appropriate. The chairpersons of these ad-hoc committees must be Chapter CAI members, and shall be appointed by the Chairperson of the Committee.

### **Scheduled Meetings:**

The Committee shall hold regular meetings or special meetings upon notice of the Chairperson, at least once each quarter. A quorum shall constitute one third of the total Committee membership including the Chairperson or Vice Chairperson.

Committee meetings will be documented and a brief status report will be sent to the Chapter Executive Director and the Board members prior to the next scheduled Board meeting. Wherever possible, the business of the Committee will be accomplished by electronic mail, telephone or facsimile.

### **Committee Budgets and Event Contracts:**

Committee Chair shall, with the Committee's input, present all proposed budgets and contracts for review and consideration to the Chapter Executive Director, Chapter Treasurer, and Chapter President. In turn, they'll submit the proposals to the Board of Directors for review and approval at the subsequent Board meeting. Until Board approval is received, no actions will occur that may obligate the Chapter or the Board to a financial commitment.

### **Event Planning:**

The Committee shall create a proposed annual event schedule, which shall be submitted to the CED for distribution to the Board of Directors at the September Board meeting for review and approval.