



Committee Interest Form

Interested in serving on a CAI-OC Committee? Please complete and return this form to executivedirector@caioc.org

PERSONAL INFORMATION

Full Name :

Company:

Email :

Cell Phone:



What committee(s) are you interested in (please select below)

- | | |
|---|---|
| <input type="checkbox"/> CAID (CAI-AID) | <input type="checkbox"/> Homeowner Leader |
| <input type="checkbox"/> Chapter Legislative Support | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Community Manager Support | <input type="checkbox"/> Mini Trade Show |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Education | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Emerging Leaders & Mentorship - Community Managers | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Emerging Leaders & Mentorship - Business Partners | <input type="checkbox"/> Social |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Symposium & Expo |

Why are you interested in joining a committee?

What contributions could you make to them?

Additional comments or questions?

THANK YOU FOR YOUR INTEREST

Questions:

www.caioc.org/chapter-committees to learn more about each committee.



Committee Policies and Procedures

Orange County Regional Chapter, Community Associations Institute encourages all members to become active by serving on a committee. To ensure that each committee functions efficiently and effectively, the following guidelines will apply:

Each committee will perform the functions outlined in the committee description form and will adhere to these guidelines, as well as those outlined in the committee description. Each committee will have a member of the chapter board who serves as a liaison between the committee and the board.

Committees may add sponsorship levels to specific events other than sponsorships previously approved by the Board of Directors during the budget approval process, as long as the sponsorship and any additional expenses incurred are in alignment with the spirit of the event and the event meets the estimated sponsorship benchmark figures.

Membership

The Chapter President and Executive Director will be ex officio members of all committees. The following membership guidelines apply to each committee:

- Members will be appointed to one-year terms from January 1 to December 31 and may be appointed to successive terms.
- Membership on each committee will be balanced according to the membership representation categories of CAI.
- All committee members will be current members of CAI - Orange County Regional Chapter.
- Membership is limited to one representative, per membership, per committee, with the option that Committee Chairs can request an exception from the Board of Directors, if needed.
- Committee Chairs for the current year shall be appointed by the current President and Committee Chairs for the upcoming year shall be appointed by the President-Elect.
- A member can participate on only two full-time committees but no limitation on part-time committees.

Meetings

Each committee shall meet at least quarterly. The committee chair is responsible for setting up the meeting calendar for the year, meetings should be held at the Chapter office as long as space is available and notifying, with the assistance of the chapter office, each committee member. Committee members are expected to attend each meeting and contribute to the work of the committee.

Minutes

Each committee chair is responsible for the delivery of meeting minutes from all committee meetings to be sent the Chapter office.

Absences

For committees holding quarterly meetings, two consecutive, unexcused absences are ground for automatic removal from the committee. For committees holding monthly meetings, three consecutive absences are grounds for automatic removal from the committee.

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