

**CAI's Mission:**

To inspire professionalism, effective leadership and responsible citizenship, ideals reflected in communities that are preferred places to call home.

**SEVA-CAI's Mission:**

To be the recognized resource for exceptional education, support services, and networking opportunities for the community association industry.

## **COMMITTEE GUIDELINES**

### **Membership Committee**

The purpose of the SEVA-CAI Membership Committee ("Committee") is to publish educational, informative, and timely articles and content that apprise our managers, homeowners, and business partners on a variety of topics unique to the community associations industry.

**Objectives:**

- To maintain membership to SEVA-CAI.
- To increase membership to SEVA-CAI.
- To increase manager, business partners, and community leaders' engagement.
- To promote and recognize member CAI designations, both existing and newly attained (e.g., AMS, PCAM, LSM, AAMC, CIRMS, RS, CCAL, Educated Business Partner Distinction, etc.)
- To promote Business Partner Essentials online course.
- To raise revenue for SEVA-CAI by creating sponsorship and/or event opportunities, including an annual Past President Luncheon.
- To create a "buddy" program for new members.
- To recruit new members for the chapter.
- To engage with our Allied Partners to offer SEVA-CAI as an Allied Partner.

**Committee Make-Up:****A. Committee Chairperson and Co-Chairperson Guidelines:**

- SEVA-CAI Board of Directors President-Elect will choose the Membership Committee Chairperson and Co-Chairperson by October 1<sup>st</sup>.
- The Chairperson and Co-Chairperson accept a 15-month assignment to the committee.
- The Chairperson and Co-Chairperson shall submit names of Committee Members as well as their contact information to the Chapter Executive Director and will regularly update the Chapter Executive Director of any new members on the committee.
- Committee chairs must send reminders and agendas no later than 5 days before the committee meetings to the Membership Committee, Chapter Executive Director, and the SEVA-CAI Board Liaison.
- Committee chairs must provide a written recap of the committee meetings to the SEVA-CAI Board Liaison and Chapter Executive Director within seven (7) days of the Committee meeting.
- Hold committee meetings as necessary and oversee committee members.

**B. Committee Member Guidelines**

- The Membership Committee shall consist of 7-10 members who are either community association managers, business partners, or CAVL volunteer leaders, or homeowner members. The Committee members must:

- Be paid members of SEVA-CAI and in good standing.
- Have the ability and dedication to attend monthly meetings and additional time as necessary to fulfill the needs of the Committee.
- Be an active participant and attend 70% of the meetings to be considered a part of the committee to meet CAI Guidelines for designations.
- Take direction from and assist Committee Chairperson and Co-Chairperson.

**Roles:**

- Work with all SEVA-CAI Committees for options at events to promote membership.
- Provide other input and make recommendations as requested.

**Duties:**

- Submit a 15-month calendar to the Board which includes generally proposed ideas of promoting new membership while maintaining current membership.
- Outgoing and incoming chairs work together from Oct 1st through year end for the smooth transition of the committee.