
COMMITTEE GUIDELINES

Programs Committee

The purpose of the SEVA-CAI Programs Committee is to provide timely and innovative programs that increase the knowledge of our business partners, managers, and homeowners.

Objectives:

- To increase membership to the Chapter.
- To increase manager, business partners and community leaders' engagement

Committee Make-Up:

1. The Programs Committee shall consist of 7-10 members who are either community association managers, business partners or CAVL volunteer leaders, or homeowner members.
2. Must be a paid member of SEVA-CAI in good standing.
3. Must have the ability to attend monthly meetings and additional time as necessary to fulfill the needs of the Committee.
4. Must be an active participant and attend 70% of the meetings to be considered a part of the committee to meet CAI Guidelines for designations.
5. Two chairs must be selected and confirmed by the President-Elect by October 1st.
6. Co-Chairs accept a 15-month assignment to the committee.

Roles:

- Produce engaging programs that will enhance the knowledge of our organization's members.
- Create innovative programs that boost membership and volunteerism within the organization.
- Provide other input and make recommendations as requested.

Duties:

- Submit a 15-month calendar to the Board which includes proposed topics, dates and potential speakers. When proposing speakers to the Board, consideration should be given to chapter sponsors, active members and members with the potential of increasing involvement in the chapter.
- Ensure all speakers are in good standing with the Chapter.
- Each committee member should commit, at minimum, to facilitating one program per year.
- Upon Board approval of the 15-month plan, each committee member will accept one assignment of one program to facilitate. The committee members responsibility is to confirm the speaker verbally and in writing, coordinate marketing and location with the SEVA staff, be in attendance for the program to introduce speaker and help with logistics and distribute class survey. Following the event, written thank you to the speaker and compile survey results to be presented to the SEVA staff within one week.
- Committee Chairs must send reminders and agendas to the Program Committee, Chapter Executive Director and SEVA-CAI Board Liaison.
- Committee Chairs must provide a written recap to the committee members, board liaison and chapter staff following each meeting.
- Provide a year-end review no later than September 30th, for successor committee chairs including programs held, speakers, volunteers who assisted and successes, problems and recommendations for the future. Outgoing and incoming chairs work together from Oct 1st through year end for the smooth transition of the committee.
- Facilitate one Senior Manager or Manager only meeting per year.

These Committee Guidelines are subject to change from time to time based on the needs of SEVA-CAI.

Updated and Approved July 2023.

