

**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****Social Committee**

The purpose of the SEVA-CAI Social Committee is to provide opportunities to promote our industry among our business partners and managers.

Committee Make-Up:

1. The Social Committee should consist of no less than five and no more than eleven members. Eligible members are community association managers, business partners and CAVL volunteer leaders.
2. Must be a paid member of SEVA-CAI in good standing.
3. Must have the ability to attend monthly meetings, the social events 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. The Chair and/or Co-Chair must be selected and confirmed by the President-Elect by October 1<sup>st</sup>.
6. The appointment of the Chair and/or Co-Chair is for 15-months.

Roles:

- Produce a minimum of three (3) exciting networking opportunities that allow our members to network in a social setting.
- Structure the social events to be self-supporting with the goal of providing a small income stream for the Chapter and possibly future events.
- Move the events around our geographic area to encourage participation from all cities.
- Provide other input and make recommendations as requested.

Duties:

- Submit a 15-month calendar to the Board which includes proposed events, location and dates.
- Upon Board approval of the 15-month plan, each committee member will work with the Co-Chairs to finalize marketing materials and solicit sponsorships.
- Committee members should actively promote each event within their organization and among their contacts.
- Committee members should invite at least one non-member to an event in an effort to increase membership.
- Committee Chairs must provide a written recap to the committee members, board liaison and chapter staff following each event.
- Provide a year-end review no later than September 30th, for any successor committee chairs to include programs held, attendance, financial recap and feedback regarding 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.

Objectives:

- To promote the Chapter, increase membership and increase networking among members.

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

*Updated and Approved July 2023.*