



CENTRAL OHIO CHAPTER PROGRAMS COMMITTEE CHARTER

OVERALL OBJECTIVE

The Programs Committee ("Committee") provides opportunities for CAI Central Ohio Chapter ("Chapter") members to gain educational and professional experience through organized presentations and activities.

RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Planning and implementing educational and service opportunities for Chapter members focusing on the Chapter's educational and professional mission as determined by the Chapter's Board of Directors ("Board")
- Educating Chapter members about the Chapter's educational and professional development mission
- Selecting a Committee Chair each year at the first Committee meeting after the Chapter's annual meeting
- Providing notice of educational and professional opportunities and initiatives to Chapter members
- Planning and executing all Chapter lunches, CAI Leadership Development Workshop, and other social and professional development activities including the managers' only luncheon and PCAM or other professional courses for managers.

MEMBERS

- Selected by the Committee Chair in consultation with the Board and through volunteer opportunities from the membership.

ROLE OF CHAIR

- Reports directly to the Board
- Leads and guides work of Committee
- Ensures the Committee members are participating and engaged, that meetings are productive, and that records are kept and maintained in local CAI official records
- Assigns tasks to Committee members as appropriate and provides necessary deadlines for those tasks
- Reports to Board and Chapter members regarding Committee goals and expectations, opportunities to support Chapter's educational and professional development, and results of any initiative planned and implemented by the Committee
- Ensures the role of the Committee and work related to Committee abides by all policies and regulations associated with the local CAI chapter and the national CAI organization.

MEETINGS

The Committee shall meet in person at least quarterly at a date, time, location, and manner set by the Committee chair. The Committee may meet more than once per quarter as the Committee chair deems appropriate. The additional meetings may be in person, telephonic, or electronic, as the Committee chair deems appropriate. The Committee chair will prepare or approve an agenda in advance of each Committee meeting and communicate meeting details to the membership in a timely fashion.

ANNUAL COMMITTEE GOALS

The Committee will establish annual goals specifying its principal work focus areas for the coming year at the Committee's first meeting after the Chapter's annual meeting. Examples of annual goals may include but are not limited to:

- Scheduling a certain number of educational and professional opportunities for Chapter members, including educational themes for the year
- Providing educational and professional opportunities to property managers, business partners, and homeowner leaders that a) provides valuable and relevant information for each group of membership, and b) is unique in that it is not readily available to members outside of CAI
- Setting goals around the Chapter's membership attendance at events presented by the Committee
- Developing opportunities to engage non-Chapter members in educational and professional opportunities; working with other committees within the CAI chapter to maximize impact of events.
- Ensure that any programs provided by the Chapter are directed at educational and professional development, and not the sales or revenue generation for the presenter, or marketing potential for law firms and management companies.
- Encourage professional management designations and certifications for property manager members, by recognizing such credentials and providing opportunities to take educational courses in furtherance of obtaining management credentials