



2024 COMMITTEE GUIDELINES

The CAI-NJ standing committee appointments are made by the President-Elect in October prior to his/her term of office and are reported to the membership prior to the Chapter Retreat in December. The Chapter President and the Chapter Executive Director are ex officio members of all committees. Committee appointments are made for a one-year term. Replacements and substitutions are permitted on committees at the discretion of the President and Committee Chair. Committee members must be current CAI-NJ members in good standing throughout their terms. The following committees have been approved for 2024:

Awards Committee	Golf Committee
Business Partner Committee	Homeowner Leader Committee
Conference & Expo Committee (C+E)	Manager Committee
Editorial Committee	Membership Committee
Events Committee	Women's Leadership Committee
Future All Star Team (F.A.S.T.) Committee	

No two (2) members of the same association or firm shall serve concurrently on the same committee. Also, no association or firm shall have more than one (1) member serving as committee chair in a calendar year.

The service policy allows each member-company a seat on three (3) committees in a given year, with one (1) company representative per committee. This does not apply to Community Association Managers. Homeowner Leader (HL) committee members may also serve on one (1) additional committee. **Ultimate Partners are allowed seats on four (4) committees in a given year.**

Participation Requirements:

The committee meeting dates will be presented at the **mandatory** Chapter Retreat on **Tuesday, December 5, 2023, at The Grand Marquis in Old Bridge**, based upon the parameters set forth in these policies. The Committees will decide at the Chapter Retreat which meeting platform will be set for each scheduled meeting (in-person/virtual). If the meeting is set for in-person, please note that there will be **NO VIRTUAL OPTION**. If the meeting is set for virtual, all cameras must be on to be counted as present. All meeting platforms must be noted at the Chapter Retreat and given to your Staff Liaison at the conclusion of the event.

CAI-NJ staff will send the meeting agenda and materials prior to each meeting. Meetings can and should be canceled for lack of agenda.

Committees shall host the required number of meetings as prescribed in the individual descriptions for each committee herein. This attendance policy shall be strictly enforced by committee chairs, CAI-NJ President and Chapter Executive Director. Those members who are deemed in violation of this policy may be removed from the committee. It will be each committee member's responsibility to sign the attendance sheet provided at each meeting in order to keep an accurate record of attendance.

It is the responsibility of each committee to work within the chapter's budget. All committee activities are self-supporting and do not rely upon chapter operating funds for their endeavors.

At the Chapter Retreat, the committee will pre-assign a member representative to take the minutes for all scheduled meetings. If the member representative is unable to attend the meeting on their scheduled day, the Vice Chair will be responsible for submitting the minutes to the Staff Liaison. It shall further be the responsibility of the chair to cause a written report in the way of minutes/summary of the committee's meetings and activities to be provided to the Chapter Executive Director, the committee's Board Liaison and members of the committee. At a minimum, these reports shall be due at the CAI-NJ chapter office no later than two weeks after each meeting. Presentation of a report at the CAI-NJ Board of Directors meeting will be made by the Board Liaison to the CAI-NJ Board of Directors, as necessary. The Chapter Executive Director, President and Board Liaison shall be informed of all scheduled meetings and activities of the committee and receive copies of all committee meeting minutes/summaries and other relevant information from the committee.

All committee members are automatically considered Ambassadors of CAI-NJ and may be asked to assist in making connections with members who reach out through the Ambassador Connection Portal.

AWARDS COMMITTEE

The Awards Committee is charged with planning and coordinating the Annual Awards Celebration. The elegant affair never ceases to impress attendees as they dine on a beautiful spread of decadent stations and celebrate the outstanding individuals in the community association industry, with nearly 350 attendees annually. The committee establishes the event theme, creates the decorations, and assists with soliciting sponsorships.

Attendance Requirements: Committee members must attend 3 of the 4 meetings. Committee members are expected to attend their events and the events/programs of the chapter.

2023 Meeting Date: Thursday at 9:30 AM

- Dec. 14

2024 Meeting Dates: Wednesdays at 9:30 AM:

- January 3
- February 7
- October 9

The specific goals for the 2024 Award Committee are as follows:

- Plan & coordinate the 2024 Awards Celebration
- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Establish an event theme and create decorations
- Secure event sponsorships & encourage attendance
- Available to assist with the day-of-event activities, including shifts at registration

BUSINESS PARTNER COMMITTEE

The Business Partner Committee is comprised of solely Business Partner Members who work within the chapter structure to develop and plan programs and services to enhance the business partner experience in the chapter. They strive to ensure that other business partner members have opportunities to grow within the organization while bringing them networking events, skill building workshops and courses to help obtain their Educated Business Partner Distinction.

Attendance Requirements: Committee members must attend at least 4 of the 5 meetings. Committee members are expected to attend their events and the events/programs of the chapter.

2024 Meeting Dates: Wednesdays at 9:30 AM

- January 17
- March 13
- May 1
- July 17
- September 11

The specific goals for the 2024 Business Partner Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Plan and coordinate programs & services to enhance Business Partner experience
- Plan and coordinate joint roundtable with the Managers Committee
- Ensure chapter is creating value with program & service offerings to Business Partner members
- Evaluate current chapter programs & benefits for Business Partners
- Assist with social media marketing efforts set forth by the chapter
- Encourage writing or soliciting of articles for *Community Trends®* by committee members and their affiliates throughout the year

CONFERENCE & EXPO COMMITTEE

The Conference & Expo Committee will work to enhance exhibitor and attendee participation for both the Pre-Conference Networking Event and the Conference & Expo. This committee is charged with increasing attendance, gathering sponsorships, and assisting with the Pre-Conference Networking Reception and the Conference & Expo.

Attendance Requirements: Committee members must attend at least 7 of the 9 meetings. Committee members are expected to attend their events and the events/programs of the chapter.

2024 Meeting Dates: Thursdays at 9:30 AM

- January 18
- March 7
- April 4
- June 13
- July 18
- August 15
- September 5
- October 3
- November 7

The specific goals for the 2024 Conference & Expo Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Work to enhance exhibitor & attendee participation
- Increase attendance through outreach and marketing and gather sponsorships for event
- Recommend to CAI-NJ Board of Directors the Conference & Expo theme & graphics
- Work closely with Business Partner, Managers & HL Committees to develop education sessions
- Recommend to CAI-NJ Board of Directors possible speakers for each education session
- Committee members will serve as moderators of these programs
- Logistical planning & execution for conference day activities
- Work registration shifts at the Pre-Conference Networking Reception and Conference & Expo

EDITORIAL COMMITTEE

The primary function of the Editorial Committee is to edit the chapter's monthly magazine, *Community Trends*®, the official medium of communication for the chapter. The magazine contains columns, announcements and articles of information, analysis and informed opinions, which will reflect the interests of the three Membership Representation Groups (MRGs) of CAI. The committee is responsible for soliciting, reviewing and editing all articles for publication in *Community Trends*®, while maintaining the professionalism of the organization. It shall be the duty of this committee to meet on a monthly basis to assess the previous issues and coordinate the articles for upcoming issues. The Editorial Committee shall work closely with CAI-NJ staff in the execution of its responsibilities. CAI-NJ staff will be responsible for collecting the articles for the committee.

Attendance Requirements: The Editorial Committee shall meet monthly. Committee members must attend at least 8 out of the 11 meetings.

2024 Meeting Dates: Tuesdays at 9:30 AM

- January 9
- February 6
- March 5
- April 9
- May 7
- June 11
- August 6
- September 10
- October 8
- November 5
- December – Annual Retreat Full Meeting

The specific goals for the 2024 Editorial Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Coordinate the publication of *Community Trends*®
- Solicit qualified authors to submit articles
- Review and edit articles submitted for publication
- Submit one original work for publication during the calendar year
- Facilitate the chapters Annual Shoot the Cover Contest
- Vote on articles for the year to determine Author of the Year for 2024

EVENTS COMMITTEE

Charged with developing some of the best networking experiences available from the NJ chapter of CAI, the Events Committee plans and coordinates the Beach Party and Winter Break Party. They establish an event theme, create the decorations, assist the chapter with securing event sponsorships and solicit attendance from the membership for the event. They are also actively involved with assisting with registration for both signature events, along with other events and programs throughout the year.

Attendance Requirements: Committee members must attend at least 3 of the 4 meetings. Committee members are expected to attend their event and the events/programs of the chapter.

2024 Meeting Date: Thursdays at 9:30 AM

- April 18
- June 20
- August 29
- October 24

The specific goals for the 2024 Events Committee are as follows:

- Plan and coordinate the 2023 CAI-NJ Networking Events including Beach Party (September) and Winter Break Party (December)
- Pre-assign sub committees to complete committee initiatives and tasks
- Secure event sponsorships and encourage attendance
- Available to assist with the day-of-event activities, including shifts at registration
- *NEW* Assist with all other chapter event and program registration. Committee members will select chapter programs and events to assist onsite.
- Solicit door prizes (if necessary)

FUTURE ALL STAR TEAM (F.A.S.T.)

The F.A.S.T. Committee is comprised of dedicated, energetic and involved young professionals. Their mission is to provide opportunities for CAI-NJ future leaders to engage and become immersed in our industry through professional development, civic outreach and social/business networking activities, to be the catalyst that allows our future leaders to make measurable and significant impacts in both their personal and professional lives, as well as in our communities. F.A.S.T. members are the 'rising stars' in their business and community who strive to advance to the top of their field. Being a member of F.A.S.T. means growing your career with opportunities to make new connections while giving back to the community.

Attendance Requirements: Committee members must attend at least 5 out of 6 meetings. Committee members are expected to attend their events and the events/programs of the chapter.

2024 Meeting Dates: Thursdays at 9:30 AM

- January 11
- February 29
- May 16
- June 27 (onsite park)
- August 8
- October 10

The specific goals of the 2024 F.A.S.T. Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Coordinate the F.A.S.T. signature events (Olympics & Kickball)
- Assist on initiatives throughout the year such as various fundraising efforts for Make-A-Wish New Jersey, food & school supply drives and Holiday Family Adoption
- Plan and coordinate professional development and networking opportunities

GOLF COMMITTEE

The Golf Committee's role is to plan and coordinate the annual golf outing. With more than 250 golfers annually, the Dennis R. Casale Memorial Golf Outing is a premier golf outing and networking event in the community association industry. Forsgate Country Club, where the event is held annually, offers members a deluxe shot gun tournament, with two well designed courses that provide a challenging, yet enjoyable golf experience. The committee works with the CAI-NJ Staff Liaison in securing event sponsorships and encouraging attendance for the event.

Attendance Requirements: Committee members must attend at least 2 of the 3 meetings. Committee members are expected to attend their event and the events/programs of the chapter.

2023 Meeting Date: Thursdays at 2:00 PM

- March 14
- April 25
- May 30 (in-person/bag stuffing)

The specific goals for the 2024 Golf Committee are as follows:

- Plan & coordinate the 2024 Dennis R. Casale Memorial Golf Outing
- Pre-assign sub committees to complete committee initiatives and tasks
- Secure event sponsorships & encourage attendance
- Available to assist with the day-of-event activities, including shifts at registration

HOMEOWNER LEADER COMMITTEE

The Homeowner Leader Committee is comprised of solely Homeowner Leader Members. The Homeowner Leader Committee works within the chapter structure to develop and plan programs for homeowner leaders and assists in the recruitment and engagement of homeowner leaders in the chapter. They work together to bring you topics and programs that directly affect those living in community associations.

Attendance Requirements: Committee members must attend at least 3 of the 4 meetings. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

2024 Meeting Dates: Thursdays at 11:00 AM

- January 25
- March 21
- May 30
- August 22

The specific goals for the 2024 (HL) Homeowner Leader Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Plan and coordinate the Community Association Leadership Summit
- Plan and coordinate at least one HL Roundtable and huddle program per year
- Review submitted proposals for the HL educational track of chapter's Annual Conference & Expo
- Increase HL membership attendance at chapter's Conference & Expo
- Ensure the chapter is creating value with their program and engaging new members
- Encourage writing or soliciting of articles for *Community Trends*® by committee members and their affiliates throughout the year

MANAGER COMMITTEE

The primary function of the Manager Committee, comprised of solely Manager or Management Company Members is to advance and promote professional community management through education, certification, recruitment, information sharing and best practices. The Manager Committee is also responsible for submitting and soliciting articles for the Management Trends section in the monthly publication *Community Trends®*.

Attendance Requirements: Committee members must attend at least 4 out of 5 meetings. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

2024 Meeting Dates: Wednesdays at 9:30 AM

- January 10
- March 6
- June 12
- August 14
- October 2

The specific goals of the 2024 Manager Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Advance & promote professional community management through education, certification, recruitment, information sharing & best practices
- Develop a managers-only program on a timely issue selected by the committee
- Plan and coordinate a minimum of two Joint Roundtables with the Business Partner Committee
- Review submitted proposals for Manager Education track at chapters Conference & Expo
- Write articles for *Community Trends®* for the monthly "Management Trends" section
- Solicit individual community managers & management companies to join CAI-NJ
- Recommend 2024 Professional Managers Development Program (PMDP) courses in New Jersey
- Assist with marketing the Jules Frankel Manager Assistance Scholarship Program

MEMBERSHIP COMMITTEE

The Membership Committee works to promote membership in CAI. The committee also focuses on the importance of membership retention by directly reaching out and making connections with our chapter members. The Membership Committee familiarizes itself with the membership programs of CAI National and CAI-NJ, as well as recommending ways and means to enhance their own membership programs to include, if appropriate, incentive programs.

Attendance Requirements: Committee members must attend 8 out of the 10 committee meetings. Committee members are strongly encouraged to attend the events/programs of the chapter.

2024 Meeting Dates: Tuesdays at 9:30 AM

- January 23
- February 27
- March 19
- April 16
- May 21
- June 25
- July 16
- September 17
- October 22
- November 19

The specific goals for the 2024 Membership Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Responsible for the recruitment of new members & retention of current members through outreach
- Develop & implement strategies for welcoming new members
- Conduct monthly outreach to current members that will be expiring to encourage them to renew & report feedback to CAI-NJ staff
- Attend at least one program/event for the year
- Coordinate and participate in orientations, onboarding, and networking events throughout the year
- Assist with social media marketing efforts set forth by the chapter
- Assist with membership efforts during the Chapter's Annual Conference & Expo
- Encourage writing or soliciting for articles for *Community Trends*® by committee members and their affiliates throughout the year

WOMEN'S LEADERSHIP COMMITTEE

The Women's Leadership Committee's mission is to provide education and resources to mentor, support and empower women aspiring to grow within or enter the industry. The committee will host the Conquer + Connect Retreat and create educational and networking opportunities to promote strong professional development within the industry.

The Women's Leadership Committee will also focus on developing and marketing the CAI-NJ Mentorship Program. Members will have the opportunity to join in the mentorship program linking mentors and mentees together, encouraging support and growth. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

Attendance Requirements: Committee members must attend at least 4 of the 5 meetings. All committee members are expected to attend the Conquer + Connect retreat, along with other chapter programs and events.

2024 Meeting Dates: Tuesdays at 9:30 AM

- January 30
- March 12
- April 30
- September 24
- November 12

The specific goals for the 2024 Women's Leadership Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Pre-assign sub committees to complete committee initiatives and tasks
- Encourage active leadership from women in the industry
- The committee will develop educational programming for the Conquer + Connect retreat
- Encourage the use of the Mentorship Program and assist with marketing
- Will oversee the quarterly Women's Leadership Network (WLN) eNewsletter
- The committee will work to host additional events that promote empowerment, growth and camaraderie throughout the year