



2022 COMMITTEE GUIDELINES

The CAI-NJ standing committee appointments are made by the President-Elect in October prior to his/her term of office, and they 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 2022:

Awards Dinner Committee
Business Partner Committee
Conference & Expo Committee (C+E)
Editorial Committee
Future All Star Team (F.A.S.T.) Committee
Golf Committee

Homeowner Leader Committee
Manager Committee
Membership Committee
Networking Events Committee
Women's Leadership Committee

A CAI Membership Representation Group (MRG) balance shall be preserved, whenever possible, when determining committee assignments. No two members of the same association or firm shall serve concurrently on the same committee. Also, no association or firm shall have more than one member serving as committee chair in a calendar year.

The service policy allows each member-company a seat on three committees in a given year, with one 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.**

The committee meeting dates will be presented at the **Chapter Retreat & Winter Break Party on Thursday, December 9, 2021, at The Grand Marquis in Old Bridge**, based upon the parameters set forth in these policies. Committee meetings will be held at the CAI-NJ chapter office, unless otherwise stated. If in-person meetings are not permissible, they will be conducted virtually. The chair, through CAI-NJ staff, is responsible for sending a meeting agenda prior to each meeting. Meetings can and should be cancelled for lack of agenda. **PLEASE NOTE: all 2022 CAI-NJ Committee members are committing to attend all scheduled, in-person meetings. If a meeting is schedule in-person, there will be no virtual or call-in option available.**

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 your 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.

BUSINESS PARTNER COMMITTEE

The Business Partner Committee reports directly to the CAI chapter Board of Directors. Membership is limited to Business Partner members of the chapter. The purpose of the Business Partner Committee is to work within the chapter structure to develop and plan programs and services to enhance the business partner experience in the chapter. The Business Partner Committee must work within the chapter budget process to outline revenue and expenses related to committee activities. The chapter Board of Directors will approve the programs and services proposed by the committee.

The Business Partner Committee shall meet at least six times per year. Committee members must attend in person at least four of the six meetings. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

The specific goals for the 2022 Business Partner Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Plan and coordinate programs & services to enhance Business Partner experience
- Plan and coordinate at least one Business Partners seminar/event per year
- Review submitted proposals for Business Partner educational track of the chapters annual Conference & Expo
- Ensure chapter is creating value with program & service offerings to Business Partner members
- Evaluate current chapter programs & benefits for Business Partners
- Attendance requirement: minimum of 4 of 6 regularly scheduled meetings and meets at 9:30 AM
- 2022 Meeting Dates: (Wednesdays)
 - January 19
 - February 16
 - March 16
 - April 20
 - June 8
 - September 14

CONFERENCE & EXPO COMMITTEE

The Conference & Expo Committee will work to enhance exhibitor and attendee participation. This committee is charged with increasing attendance and gathering sponsorships for the event. Committee members are strongly encouraged to attend the event.

Committee members will work with the chapter staff for presenting the 2022 Conference & Expo. The education topics are the responsibilities of the Business Partner Committee, Homeowner Leader Committee and the Manager Committee. Speaker selection is at the sole discretion of the Chapter Board of Directors.

The Conference & Expo Committee will meet ten times per year. Committee members must attend in person at least seven of the ten meetings. Committee members are strongly encouraged to attend this event and the events/programs of the chapter.

The specific goals for the 2022 Conference & Expo Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Work to enhance exhibitor & attendee participation
- Increase attendance & gather sponsorships for event
- Recommend to CAI-NJ Board of Directors the Conference & Expo theme & logo
- 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
- Attendance requirement: minimum of 7 of 10 regularly scheduled meetings and meets at 9:30 AM
- 2022 Meeting Dates: (Thursdays)
 - January 13
 - February 10
 - March 10
 - April 14
 - May 12
 - June 16
 - July 21
 - August 18
 - September 8
 - October 6

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.

The Editorial Committee shall meet monthly. Committee members must attend a minimum of four in person and four conference calls.

The specific goals for the 2022 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 2022
- Attendance requirement: minimum of 4 of 6 in person and 4 of 6 conference calls (cc). Meets at 9:30 am.
- 2022 Meeting Dates: (Tuesdays)
 - January 11
 - February 8 (CC)
 - March 1
 - April 5 (CC)
 - May 3
 - June 7 (CC)
 - June 28
 - August 9 (CC)
 - September 13
 - October 4 (CC)
 - November 1
 - December 6 (CC)

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

The F.A.S.T. Committee's mission is to provide the 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.

CAI-NJ's F.A.S.T., founded in 2015, is comprised of dedicated, energetic and involved young professionals who support the mission and vision of our entire organization. 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.

The F.A.S.T. Committee shall meet six times per year. Committee members must attend at least four out of six meetings. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

The specific goals of the 2022 F.A.S.T. Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Coordinate the F.A.S.T. signature event
- 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 networking meet-ups
- Attendance requirement: minimum of 4 of 6 regularly scheduled meetings. Meets at 9:30 am.
- 2022 Meeting Dates: (Thursdays)
 - January 20
 - March 3
 - May 19
 - July 14
 - September 15
 - November 3

HOMEOWNER LEADER COMMITTEE

The Homeowner Leader Committee reports directly to the CAI chapter Board of Directors. Membership is limited to HL members of the chapter. The purpose of the Homeowner Leader Committee is to work within the chapter structure to develop and plan programs for homeowner leaders and engagement of homeowner leaders in the chapter. The Homeowner Leader Committee must work within the chapter budget process to outline revenue and expenses related to committee activities. The chapter Board of Directors will approve the education programs and events proposed by the committee.

The Homeowner Leader Committee shall meet at least four times per year. Committee members must attend in person at least three of the four meetings. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

The specific goals for the 2022 Homeowner Leader Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Plan and coordinate at least one HL seminar/event per year
- Plan and coordinate at least one HL roundtable per year
- Review submitted proposals for the HL educational track of chapter's Annual Conference & Expo
- Increase HL membership attendance at chapters Conference & Expo
- Ensure the chapter is creating value with their program
- Engage HL members with the chapter and CAI National
- Explore new ideas/benefits for HL members
- Attendance requirement: minimum of 3 of 4 regularly scheduled meetings and meets at 11:00 am.
- 2022 Meeting Dates: (Thursdays)
 - January 27
 - March 24
 - May 26
 - August 25

MANAGER COMMITTEE

The primary function of the Manager Committee is to advance and promote professional community management through education, certification, recruitment, information sharing and best practices. Members of this committee must be a CAI-NJ manager or management company member. In addition, a member of this committee can be an individual manager member of CAI-NJ, provided that person is a direct employee of a New Jersey community association.

The Manager Committee shall meet at least six times per year. Committee members must attend in person at least four out of six meetings. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

The specific goals of the 2022 Manager Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- 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
- 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 2022 Professional Managers Development Program (PMDP) courses in New Jersey
- Explore new benefits and services for manager members
- Attendance requirement: minimum of 4 of 6 regularly scheduled meetings and meets at 9:30 AM
- 2022 Meeting Dates: (Wednesdays)
 - January 12
 - February 9
 - March 9
 - April 13
 - May 11
 - August 17

MEMBERSHIP COMMITTEE

The primary function of the Membership Committee is to promote membership in CAI. The committee will also focus on the importance of membership retention. When practical, the Membership Committee will consist of members from each Membership Representation Group (MRG), as more explicitly covered in the CAI-NJ Bylaws, from a diverse geographical area. It shall be the duty of the Membership Committee to familiarize itself with the membership programs of CAI National and CAI-NJ, as well as to recommend ways and means to enhance our own membership programs to include, if appropriate, incentive programs.

The Membership Committee shall meet monthly. Committee members must attend at least eight out of twelve meetings. Committee members are strongly encouraged to attend the events/programs of the chapter.

The specific goals for the 2022 Membership Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- 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
- Conduct outreach to recently expired members to encourage them to rejoin CAI-NJ & report feedback to CAI-NJ staff
- Develop & implement systems and programs for membership recruitment and retention
- Coordinate and participate in New Member Breakfasts/Meet Ups throughout the year
- Attendance requirement: minimum of 8 of 12 regularly scheduled meetings and meets at 9:30 AM
- 2022 Meeting Dates: (Tuesdays)
 - January 25
 - February 22 (CC)
 - March 22
 - April 19 (CC)
 - May 24
 - June 21
 - July 19
 - August 23 (CC)
 - September 20
 - October 25
 - November 22
 - December 13 (CC)

EVENT COMMITTEES

The event committees are charged by the chapter Board of Directors to coordinate specific and already existing networking opportunities for CAI-NJ members that allow them to expand their network with other members and non-members. Networking events are used for new member recruitment, as well as a primary member benefit.

All events must create a positive image for CAI-NJ throughout the membership and public. These events must be diverse in nature and geographical location and ultimately promote the benefit of membership in CAI-NJ. The committees are charged with increasing attendance over the previous years event and securing sponsorships for the event. Committee members are strongly encouraged to attend the event. Committees will disband upon the conclusion of each specific event.

2022 Event Committees Include: Awards Dinner Committee, Golf Outing Committee, and Networking Events Committee

Please note that committees do not have fiduciary responsibility for determining the registration fee of events. Menu and amenity selections must be made within the budget adopted by the chapters Board of Directors for each networking event.

Awards Dinner:

- Plan & coordinate the 2022 Awards Dinner
- Establish an event theme and create decorations
- Secure event sponsorships & encourage attendance
- Available to help with the day-of-event activities, including shifts at registration
- Attendance requirement: minimum of 2 of 3 regularly scheduled meetings. Meets at 9:30 am.
- 2021 Meeting Date: Dec. 15
- 2022 Meeting Dates: (Wednesdays) January 5, February 2, October 12

Golf Outing:

- Plan & coordinate the 2022 Dennis R. Casale Memorial Golf Outing
- Secure event sponsorships & encourage attendance
- Available to help with the day-of-event activities, including shifts at registration
- Attendance requirement: minimum of 2 of 3 regularly scheduled meetings. Meets at 2:00 pm.
- 2022 Meeting Dates: (Fridays) March 18, May 20, June 10

Networking Events Committee

- Plan and coordinate the 2022 CAI-NJ Networking Events including Beach Party (August) & Pre-Conference Networking Reception (October) and Winter Break Party (December)
- Establish an event theme (if necessary)
- Secure event sponsorships and encourage attendance
- Available to help with the day-of-event activities, including shifts at registration
- Solicit door prizes (if necessary)
- Attendance requirement: minimum of 2 of 3 regularly scheduled meetings. Meets at 9:30 am.
- 2022 Meeting Dates: (Thursdays) April 21, June 23, September 22

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 support the following initiatives:

Women's Retreat: The Women's Leadership committee will host a women's retreat with educational and networking opportunities to promote strong industry leadership. Both men and women are encouraged to participate as topics are not gender exclusive and will benefit all attendees. As a committee member, you are strongly encouraged to participate in this event.

Networking Opportunities: Building a network of women to support your professional and personal growth is challenging. Women's Leadership Network facilitates connections between participants by hosting networking events and other activities that build business relationships.

Mentorship Program: Ultimately, participants will have the opportunity to join in the mentorship program. We will link mentors and mentees together to encourage support and growth. Committee members are strongly encouraged to attend their events and the events/programs of the chapter.

The specific goals for the 2022 Women's Leadership Committee are as follows:

- Pre-assign committee representative to take minutes for all scheduled meetings
- Encourage active leadership from women in the industry
- The committee, made up of all women, will develop strategies and programs to foster leadership
- Mentorship between experienced leaders and rising professionals in the industry
- Will oversee the Women's Leadership Network (WLN)
- Will pre-assign and provide content for the WLN Quarterly Newsletter
- Attendance requirement: minimum of 4 of 6 regularly scheduled meetings. Meets at 9:30 am.
- 2022 Meeting Dates: (Tuesdays)
 - January 18
 - February 15
 - May 10
 - June 7
 - October 4
 - November 8