



In addition to the requirements provided on each committee charter, all committee chairs and committee members are expected to observe these expectations. Please review and sign the statement of expectations below:

Committee Chair Expectations

1. Provide Leadership to your Committee

- Help build consensus on committee decisions such as speakers, topic selection, venue selection, etc.
- Encourage participation by committee members
- Foster creativity in program development and problem solving
- Exhibit enthusiasm and commitment to CAI goals
- Command confidence/respect of the committee
- Motivate committee members to perform well
- Establish a mentoring path to develop future leaders and co-chairs
- Provide guidance and direction to committee members to meet chapter and committee goals. Attend twice annual chapter leadership / board meetings in furtherance of this objective.
- Communicate effectively and professionally with office staff, board liaison, and board of directors
- Work cooperatively with and support Board and Staff Liaison efforts

2. Job Performance/Results

- Establish meeting and work schedules and meet deadlines. Committees shall meet at least four times per year. Certain committees are required to meet monthly or bi-monthly.
- Assure committee development and implementation of strategies to fulfill CAI's strategic plan and / o program objectives
- Work to assure quality programs/services
- Meet or exceed approved budget and other established success metrics such as program attendance
- Provide quarterly written report to the chapter board (March, June, September & December)
- Provide an end of year report to the incoming committee chair.
- Promote committee and CAI events

3. Meeting Management

- Develop/Distribute meeting notices/agendas effectively at least 72 hours prior to meeting
- Develop / distribute minutes at least 72 hours prior to next meeting
- Submit minutes to board and staff liaison
- Actively encourage and monitor attendance of committee members
- Actively encourage participation of committee members
- Work to start and end meetings on time



Committee Member Expectations

1. Meeting & Program Attendance

- Attend all committee meetings in person or via conference call. While some meetings will be designated as conference calls, participating in person on a regular basis is important to committee cohesiveness.
- Attend committee events at scheduled times. Not all committee members are expected to attend every program at the same time.
- Three unexcused absences in one year will result in removal from the committee

2. Overall Performance

- Volunteer for task forces, special assignments, other duties
- Completed assignments in a timely manner
- Return calls/emails, RSVP for meetings, etc., promptly
- Behave and communicate constructively and cooperatively with colleagues and staff
- Show creativity in problem solving
- Promote committee and CAI events



Chapter Volunteers Statement of Expectations

The Pennsylvania and Delaware Valley Chapter of Community Associations Institute has adopted this Statement of Expectations for all chapter volunteers who serve on the board, and any council or committee of the chapter. Each volunteer is required to sign this statement on an annual basis.

Membership

Chapter volunteers are expected to remain a member in good standing of CAI and the chapter, as defined in the chapter by-laws, throughout the course of his or her term of service.

Conflict of Interest

Chapter board members shall comply with the conflict of interest policies adopted by the Board of Trustees and stricter policies as may be established by the Chapter.

Meeting & Program Attendance

Each volunteer shall comply with the applicable attendance requirements outlined in the chapter's governing documents including the bylaws, regional council charters and/or the chapter committee policy including policies concerning registration fees for program attendance by volunteers.

Program Participation

Each volunteer shall actively contribute to the work of the council or committee of which he or she is a member and participate according to the duties outlined in the committee description statement or the regional council charter.

Resignation or Removal

All Committee volunteers, by virtue of their decision to join a committee, are expected to attend committee meetings. An excused absence from a meeting is permitted in cases where the volunteer notifies the Vice-Chair not less than seventy-two (72) hours prior to the meeting, in writing, of their inability to attend the meeting and said absence is for a legitimate reason. The notification must identify the basis for the absence. Failure to designate a basis for the absence will be considered unexcused. The Committee Chair will determine whether an absence is excused or not excused. Examples of excused absences include, but are not limited to: medical emergencies, family emergencies, personal emergencies, court orders, and prescheduled meetings of which the Committee Chair has been advised.

If a Committee member misses three (3) consecutive meetings in the course of one year based on unexcused absences, that Committee member may be removed from the Committee and prohibited from serving on any committee for a period of one (1) year. All attempts should be made by staff, the Committee Chair, and Committee Vice-Chair to prevent these sanctions.

Reimbursement of Expenses

No volunteer shall be compensated for serving as a volunteer; provided, however, that the chapter may reimburse any volunteer for reasonable out-of-pocket expenses incurred as budgeted and authorized by the chapter executive director in advance of the expenditure of funds.

Limitations on Authority

In order to administer and coordinate the work of committees, and to control legal exposure and manage any liability associated with the work of any committee, as well as to protect chapter volunteers, the chapter has adopted limitations on the authority of committees, committee chairs and committee members. Each volunteer shall observe these limitations on authority.

Name: _____

Signature: _____

Date: _____