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## Statement of Expectations Chapter Volunteers

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

Any volunteer may resign by presenting a written resignation to the chapter office, and such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of receipt thereof by the chapter office. A committee seat will be deemed vacated by any committee member who accumulates three (3) consecutive unexcused absences from committee meetings. Committee chairpersons are responsible for keeping attendance records and minutes at each meeting.

### 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: \_\_\_\_\_