



### Committees and Councils Policy

#### **A. Chapter Committees:**

CAI encourages all members to become active by serving on a committee. To insure that each committee functions efficiently and effectively, the following guidelines will apply:

#### **Committees**

The following committees will be regular standing committees of the chapter and may be staffed, or not, subject to the needs of the chapter at any given time. Ad-hoc committees may be formed by the board of directors, executive committee or chapter president on an as-needed basis.

Annual Conference and Expo  
Business Partners Council  
CAVL Committee  
Chapter Programs Council  
Communications & Content  
Managers Committee  
Golf Committee  
Gold Star Committee

Government & Professional Affairs  
Member Outreach & Engagement  
Central PA Regional Council  
New Jersey Regional Council  
Philadelphia Regional Council  
Poconos Regional Council  
Poconos Programs Committee

Each committee will perform the functions outlined in the committee description form and will adhere to these guidelines, as well as those outlined in the committee description. Each committee will have a member of the chapter board who serves as a liaison between the committee and the board. The Board may, from time-to-time, adopt committee procedures, rules or guidelines. The size, functions and duties of each committee will be determined by the Board, and may be changed by the Board from time-to-time. Regional Councils will be further governed by a regional council charter.

#### **Membership**

Committee members will be appointed by the President-elect in the fall prior to his/her term of office. The chapter president and executive director will be ex officio members of all committees. The following membership guidelines apply to each committee:

- An appointment to a committee may be made by the Board at any time.
- Any member of a committee, and any committee chair, may be reappointed, reassigned, moved or removed from time-to-time, as may be determined by the Board.
- With the exception of regional councils, committee members will be appointed to one-year terms from January 1 to December 31 and may be appointed to successive terms. Regional Council members will serve staggered 2 year terms. Members will be required to sign and abide by the CAI Committee Statement of Expectations.
- Committee Chairs will be appointed by the chapter board of directors. No person shall serve more than two years as chair of one committee, subject to the discretion of the board.
- Each committee shall be limited to no more than thirteen (13) members. Regional Councils will be limited to no more than 9 members.
- Vacancies will be appointed by the president, with consideration given to recommendations from the committee.
- Membership on each committee will be balanced according to the membership categories in CAI, with the exception of member-category specific committees.



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- All committee members will be current members of CAI Pennsylvania and Delaware Valley Chapter
- A committee seat will be deemed vacated by any committee member who accumulates three (3) consecutive absences from committee meetings. Any member removed from a committee for lack of attendance will be prohibited from serving on a chapter committee for one year. Each committee shall elect a Secretary at the first meeting of the year. Committee chairpersons are responsible for keeping attendance records and the secretary shall take minutes at each meeting.

### **Meetings**

Each committee shall meet at least quarterly. The committee chair is responsible for setting up the meeting calendar for the year, securing a location that is convenient for members, and notifying, with the assistance of the chapter office, each committee member. Each committee member is encouraged to attend the annual committee member orientation meeting.

### **Program Attendance**

Committee members are expected to pay the regular admission rate for all chapter events. In certain cases where the committee chair is expected to attend multiple programs per year and perform the duties of the chair's position, the chapter may permit the committee chair or his/her designee to attend programs of his/her committee at no cost.

### **Reports**

Each committee chair is responsible for preparing a written committee report to the board on a quarterly basis. Reports will be due on March 1, June 1, September 1 and December 1. The Board may request additional reports from time-to-time. All reports, as well as all other recommendations, statements, memoranda, correspondence and communications from a committee, must be submitted to the Board through the executive director's office, so they may be included in the executive director's reports to the Board.

### **Limitations on Authority**

This section of the chapter Committee Policies and Procedures shall also apply to all Regional Councils and Regional Council Committees.

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 following limitations on the authority of committees, committee chairs and committee members (referred to hereinafter as "committees"), shall be observed:

- Committees do not have the authority to bind, verbally or in writing, nor may they sign, initial or enter into, contracts, agreements or event orders on behalf of the chapter with any meeting facility, speaker, caterer, hotel, restaurant, vendor, or other provider of products or services. Committees may negotiate rates, fees, etc on behalf of the chapter without providing an agreement to any terms with another party.
- Committees do not have the authority to commit the chapter to any expenditure of funds nor do committees have the authority to expend funds without prior written approval from the chapter executive director.



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- Committees do not have the authority to commit the chapter to perform any act or task, nor to forbear from performing any act or task, without prior written approval from the chapter executive director.
- Subject to the discretion of the chapter executive director, committees do not have the authority to receive payment in any form for any sponsorship, advertisement or attendee registration fee on behalf of the chapter. All payments must be sent directly to the chapter office by the purchaser. Committees may assist with registration at events and collection of payment with the approval of the chapter executive director, in particular when a staff member is not present to perform this function.
- Committees do not have the authority to set fees for event sponsorships or attendee registration. These fees will be set by the chapter board of directors.
- Committees do not have the authority to issue statements or correspondence on CAI letterhead or using a CAI email signature without prior review and approval of the chapter executive director.

Each committee has a description statement that is included as Addendum D.

#### **B. Regional Councils**

From time to time the Board of Directors may authorize, as described in the chapter bylaws, the creation of a Regional Council.

Currently, the chapter has authorized Regional Councils in New Jersey, the Poconos, Philadelphia and Central Pennsylvania.

Charters for each regional council are attached as Addendum D.

#### **C. Attendance at Chapter Events**

Committee members are expected to pay the regular admission rate for all chapter events. In certain cases where the committee chair is expected to attend multiple programs per year and perform the duties of the chair's position, the chapter may permit the committee chair or his/her designee to attend programs of his/her committee at no cost. Committee chairs and members must register to attend programs.