

### Committees and Councils Policy

#### **A. Chapter 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	Government & Professional Affairs
Business Partners Council	PULSE Committee
CAVL Committee	Central PA Regional Council
Chapter Programs Council	New Jersey Regional Council
Communications & Content	Philadelphia Regional Council
Managers Committee	Poconos Regional Council
Golf Committee	Poconos Programs Committee
Gold Star 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.
- 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.
- All committee members will be current members of CAI Pennsylvania and Delaware Valley Chapter

#### **Committee Chairs**

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. Duties and responsibilities of the chair shall include:



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- The Committee Chair is responsible for holding meetings on a regular basis, not less than four (4) times per year.
- The Committee Chair shall designate a Vice-Chair to be responsible for tracking attendance at the Committee's meeting(s).
- The Committee Chair shall designate a Secretary to take, distribute and maintain the Committee meeting minutes.
- Provide committee leadership and lead each committee meeting
- Prepare a calendar of regularly scheduled meeting dates
- Help recruit new committee members and delegate appropriate work to members
- Prepare and distribute meeting agendas and other relevant information to committee members
- Prepare quarterly committee report to the chapter board of directors (March, June, September, December) and submit the report, not less than ten (10) days prior to the board meeting, to the Board Liaison and Executive Director.
- If the above deadline is missed, Chapter staff shall contact the Committee Chair for an update
- Copy Chapter Executive Director on all committee agendas and meeting minutes.

#### **Meetings & Attendance**

Each committee shall meet at least four times each year. 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 chapter committee kickoff meeting.

- 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 Chapter staff, the Committee Chair, and Committee Vice-Chair to prevent these sanctions.

#### **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, the chapter may permit the committee chair or his/her designee to attend programs of his/her committee at no cost.



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## 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.
- 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.



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**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.