



CENTRAL OHIO CHAPTER GOLF COMMITTEE CHARTER

OVERALL OBJECTIVE

CAI Central Ohio Chapter ("Chapter") hosts an Annual Golf Outing ("Outing") to raise funds for the Chapter. The Golf Committee ("Committee") plans, organizes, and implements the Outing.

RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Selecting a Committee Chair at the first Committee meeting after the Chapter's annual meeting.
- Planning and implementing the Outing.
- Providing notice of the Outing to Chapter members.
- Soliciting sponsors for the Outing, if necessary.
- Tracking all sponsorships received, monetary or otherwise, and reporting them to the Chapter's Board of Directors ("Board").
- Obtaining the Board's prior approval to all Outing contracts in the Chapter's name and for all expenses for which the Chapter will be liable.
- Ensuring that the Outing generates a profit to meet its main objective as serving as a Chapter fundraiser.

MEMBERS

- Selected by the Committee Chair, in consultation with the Board.

ROLE OF CHAIR

- Reports directly to the Committee's Board liaison.
- Leads and guides work of Committee.
- Ensures the Committee members are participating and engaged, that meetings are productive, and that records are kept and maintained.
- Assigns tasks to Committee members, as appropriate.
- Creates a succession plan with Committee members to ensure future viability of Committee.
- Reports to Board and Chapter members regarding Committee goals and expectations and results of any initiative planned and implemented by the Committee.

MEETINGS

The Committee shall meet in person at least quarterly at a date, time, location, and manner set by the Committee chair. The Committee may meet more than once per quarter as the Committee chair deems appropriate. The additional meetings may be in person, telephonic, or electronic, as the Committee chair deems appropriate. The Committee chair will prepare or approve an agenda in advance of each Committee meeting and communicate meeting details to the membership in a timely fashion.

ANNUAL COMMITTEE GOALS

The Committee will establish annual goals specifying its principal work focus areas for the coming year at the Committee's first meeting after the Chapter's annual meeting. Examples of annual goals may include:

- Setting goals around the Chapter's profit from the Outing.
- Developing opportunities to engage non-Chapter members in attending or sponsoring the Outing.