



CENTRAL OHIO CHAPTER MEMBERSHIP COMMITTEE CHARTER

OVERALL OBJECTIVE

The Membership Committee ("Committee") of the CAI Central Ohio Chapter ("Chapter") is responsible for creating and implementing membership retention and recruitment plans.

RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Selecting a Committee Chair and Chair-Elect at the Committee's first meeting.
- Selecting a Committee Chair-Elect and, if necessary, a Committee Chair at the first Committee meeting after the Chapter's annual meeting.
- Creating and implementing membership engagement and retention plans, including a budget, and presenting it to the Chapter's Board of Directors ("Board") for its review and approval.
- Identifying prospective Chapter members.
- Relaying the Chapter's membership goals and identified prospective Chapter members to the Chapter's Marketing Committee.
- Coordinating outreach strategies and efforts with the Chapter's Marketing Committee.
- Building and maintaining a database of prospective Chapter members.
- Obtaining the Board's prior approval to all contracts in the Chapter's name and for all expenses for which the Chapter will be liable.

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:

- Membership goals for both overall Chapter members and representation from membership categories (e.g., Business Partners, Management Companies, Community Managers, and Homeowner Leaders).
- Membership retention.
- Membership engagement in Chapter committees, events, and activities.