

Chesapeake Chapter CAI
Delmarva Committee Charter

Title: Delmarva Committee

Term: **Chair** may serve a term of one (1) year but may not serve for more than three (3) consecutive years.

Vice-Chair shall serve a term of one (1) year but may not serve for more than three (3) consecutive years with the intent to succeed the Chair when their term expires.

Reports to: Board of Directors

Chair & Vice-Chair: Appointed via Committee Protocol by the Board President as stated in the Chapter By-Laws Section 4.

Board Liaison: Appointed by the President of the Board of Directors

Purpose:

Develop and plan for implementation of educational activities, strategies and networking events to promote education and recruitment of new members and retaining current members on the Eastern Shore of Maryland & Delaware Beaches, in accordance with the Board's directives while promoting the value of CAI membership to prospective members on the Easter Shore.

Authority

The Delmarva Committee serves at the pleasure and direction of the Board

Coordination:

The Board Liaison(s) shall participate in committee meetings to aide in facilitating communication between the Board, Committee and Chapter Staff and to clarify any questions regarding the Board's directives.

Membership

The Delmarva Committee shall be comprised of Chair, Vice Chair and Board Liaison. Committee members must be members of the Chapter who are in good standing. The Committee will consist of volunteers from the various membership types (i.e., business partners, managers and homeowner volunteers). Committee members may be removed by resignation or a majority vote of the Board.

Committee Chairs

Committee Chair and Vice-Chair shall be appointed by the President of the Board of Directors.

Committee Functions

The Board shall provide a directive and goals to the committee, which may include suggested strategies, events, and educational programs to help assist in identifying and recruiting prospective members from the Eastern Shore. The Committee members should make every effort to promote the Chapter, CAI membership and benefits of membership as well as the Chapters educational programs, activities, and events planned and implemented for the members and prospective members on the Eastern Shore. The Board will consider suggestions regarding any of the foregoing from the committee and encourages the same. The committee must work with Chapter Staff to develop a specific plan for implementation of the foregoing for Board approval. Coordination should be made with other committees as appropriate and as determined by the Board (e.g., coordinate with Expo Committee to provide transportation and/or incentives for attendance at the annual Expo and Symposium).

Board Review

Submissions of proposals should be sent to the Chapter Executive Director and Board Liaison who will submit them to the Board for review. The Board shall review any committee proposals during the Board meeting immediately following submission of the proposal and may coordinate with the Chapter's Executive Director in its review and approval or rejection of a proposal. The Board shall direct staff to notify the committee chair of its approval or rejection or suggested revisions to a proposal. If a proposal is approved, the Board may direct the committee and/or Chapter Staff to take various steps to implement the proposal. Every effort should be made to timely inform the Board of any actions taken in furtherance of the foregoing, through its meeting minutes which specifically show "Board Action" that may be required, and by direct communication with the Board Liaison(s), President and Chapter's Executive Director.

Survey/Review of Event

The Committee should develop a survey/comment form to solicit feedback from Eastern Shore attendees after educational programs, events and activities as well as actively solicit suggestions and feedback from the membership and attendees and report the same to the Board in its Committee report.

Meetings

Committee members shall regularly participate in meetings. Meetings will be planned on an annual calendar basis. After three (3) unexcused meetings (in person or via conference call) the participant will be removed from the committee. Chapter Staff shall ensure that the email addresses are updated as appropriate and provide the Chair/Vice-Chair and Board Liaison with an updated committee list and email addresses.

Notices of committee meetings are to be sent by Chapter Staff, via e-mail, and to all committee members, the Board Liaison and the President at least 7 days prior to the meeting. Chapter Staff will coordinate meeting dates and times with the Committee Chairs, Vice-Chair and Board Liaison prior to sending notices of meetings.

Notice of meetings should include a meeting agenda, minutes of the immediately preceding meeting, and any relevant materials which are to be discussed at the meeting.

Based on the Board directive, committee chairs should hold meetings at regular intervals and/or should attempt to hold monthly meetings at times most convenient for most of the committee members during regular Chapter office hours. Committee meetings may be held via conference call.

The committee shall provide written meeting minutes of any meetings held which are to include a separate section showing "Board Action" and "Action Items" to be completed by Committee Member(s). Committee meeting minutes are to be sent to the Chapter CED after review and comment by the Committee for submission to the Board of Directors.