

## CAI Chesapeake Chapter Expo Committee Charter

**Title:** Expo 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 Board President

### Purpose

To plan, market and implement the Chapter's annual Expo and Symposium, which shall include networking opportunities and educational programs for all Chapter members, in accordance with the Board's directive. To assist the Board and Chapter Staff to identify, plan, promote, and generate financial support for the annual Expo and Symposium through various means such as, sponsorships, donations, registration fees, and fund-raisers, in accordance with the Board's directives.

### Authority

The Expo Committee serves at the pleasure and direction of the Board;

### Coordination

The Board Liaison 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 Expo 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 by 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 to the committee with goals for the Expo and Symposium, which may include requests for assistance in proposing and/or developing ideas for:

- topics and/or theme for the annual Expo and Symposium
- an agenda
- speakers or presenters
- networking event(s) during the annual Expo and Symposium
- fundraising options, such as sponsorships, event fees, donations, etc.
- venue, floor plan and logistics
- menu(s)
- advertising/promotion of the Annual Expo and Symposium

Committee members should make every effort to attend the Expo and Symposium and to promote the same to members and prospective members. Coordination should be made with other committees as appropriate and as determined by the Board (e.g., coordinate with Membership Committee to specially invite new members to the Expo and Symposium, coordinate with Education committee in planning educational programs to be presented 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**

The Committee shall develop a survey/comment form to solicit feedback from attendees after the expo event and present it to the Board in its committee report. The committee should actively solicit suggestions and feedback from the membership and report the same to the Board.

### **Meetings**

Committee members shall regularly participate in meetings. Meetings will be planned on an annual calendar basis. After three (3) unexcused meetings the participant will be removed from the committee and Chapter Staff shall ensure that the email chain is updated providing the Chair/Vice-Chair and Board Liaison with an updated committee list and committee email addresses.

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 Members.

Notices of committee meetings to be sent by Chapter Staff via e-mail to all committee members, the Board Liaison(s) and the President at least 7 days prior to the meeting. Chapter Staff will coordinate meeting dates and times with committee chairs prior to sending notices of meetings. In general, all meetings will take place at the Chapter office currently located in Columbia, Maryland. *Notices should include a meeting agenda, minutes of the immediately preceding meeting, and any relevant materials 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 the majority of the committee members during regular Chapter office hours. Committee meetings may be held via conference call, from time to time.