

## **Chesapeake Chapter CAI** **Social Committee Charter**

**Title:** Social 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 an annual Social or other Social Activities for all Chapter members that may be entertaining and provides an environment conducive to networking and also provides an avenue to recognize volunteers and Board Members for their terms of service for the year trying to build attendance and net a profit in accordance with Board's directives.

To identify, plan, promote, and generate financial support through various means such as, sponsorships, donations, registration fees, and fund-raisers, in accordance with the Board's directives.

### **Authority**

The Social 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 Social Committee shall be comprised of Committee 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 annual social event or other events as may be determined, which may include proposing and/or developing ideas for suggested venues, themes, programs, food, and/or entertainment, obtaining financial support and attendees. The Board will also consider suggestions regarding any of the foregoing from the committee and encourages the same. The committee shall provide committee reports which may contain proposals regarding any of the Committee Function, to the Board Liaison and Chapter Executive Director, who will then provide them to the Board. Committee members should make every effort to attend the social event(s) and promote the event(s) 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 invite new members).

### **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 social events 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.