



Committee Introductions



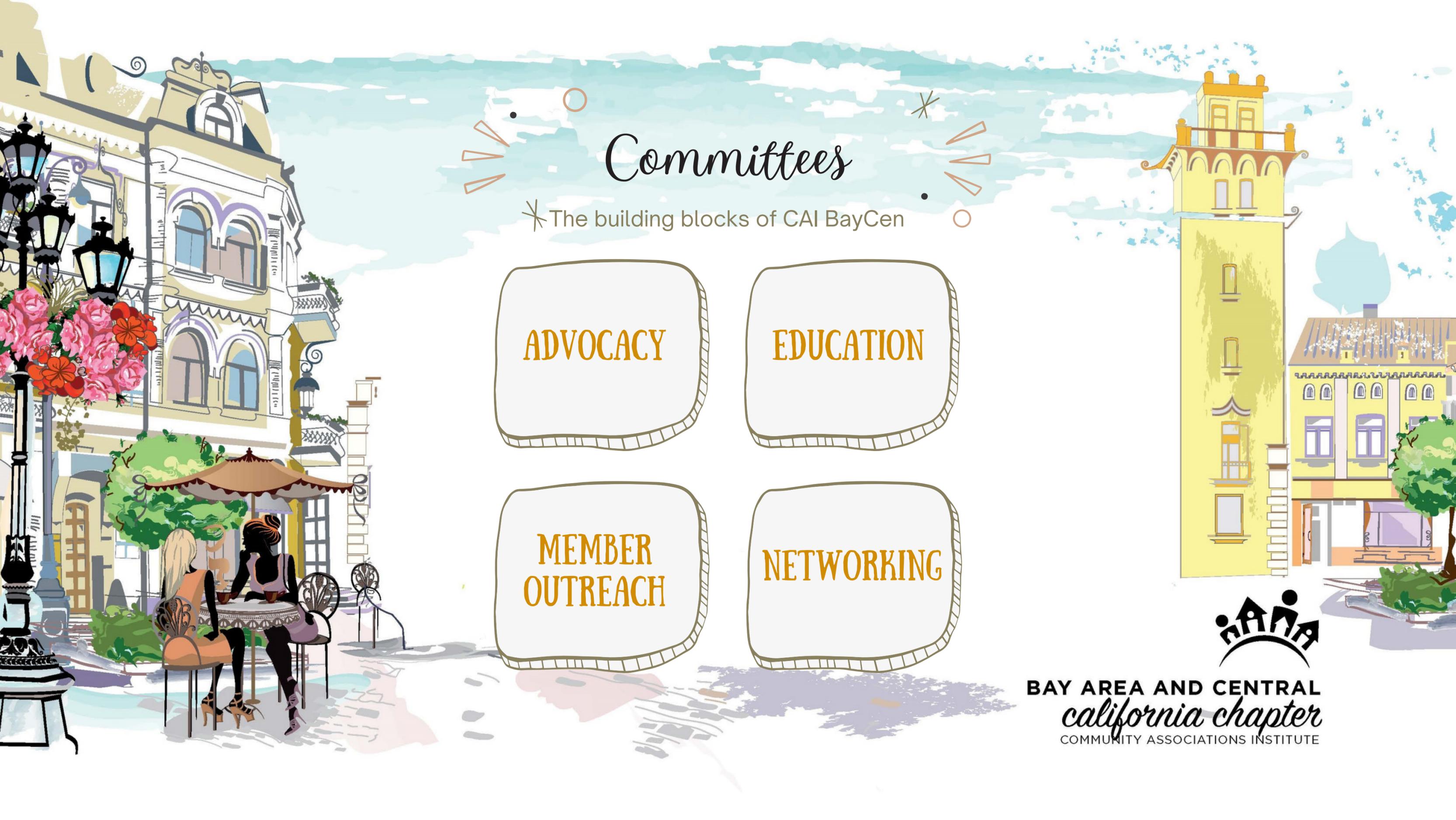
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Building bridges
among those who serve
community
associations.



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Committees

* The building blocks of CAI BayCen

ADVOCACY

EDUCATION

MEMBER
OUTREACH

NETWORKING



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ADVOCACY

- Legislative Support Committee



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LEGISLATIVE SUPPORT COMMITTEE

PURPOSE

The purpose of the Legislative Support Committee (“LSC”) is to promote and strengthen awareness within the community association industry of legislative activities associated with CAI and the BayCen Chapter.

VOLUNTEER COMMITMENT

Monthly meetings with 1 hour of work in between meetings.

HIGHLIGHTS

- (1) provides support for the efforts of CLAC, a committee of CAI National and influences CLAC with BayCen perspective;
- (2) raises awareness of the Legislature’s actions which affect community associations;
- (3) keeps the Chapter’s members informed of CLAC’s activities in Sacramento;
- (4) raises funds to support CLAC,
- (5) Meets with legislative staff/legislators during “Legislative Week,”
- (6) Promotes “Calls to Action,”
- (7) Hosts events with local representatives.



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EDUCATION

- Education Committee
 - East Bay Sub-Committee
 - South Bay Sub-Committee
 - San Francisco Sub-Committee
 - Stockton Sub-Committee
- Legal Forum Committee



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EDUCATION COMMITTEE

PURPOSE

The Chairs, with assistance of sub-committee chairs, (usually based on region of event) are responsible for coordinating, organizing and planning regularly scheduled and special chapter education programs. Tasks include generating education topics, engaging speakers for program events, and gathering speaker and program information for management to market and advertise.

VOLUNTEER COMMITMENT

One half day meeting usually held in August to determine topics for the entire upcoming year and assign regions to sub-committee chairs. Occasional shorter meetings to troubleshoot issues as they may arise. Sub-chairs will typically meet with their selected speakers to practice the presentation and/or offer feedback and assistance as the presentation date approaches.

HIGHLIGHTS

This committee really sets the bar high for education and career growth for our members. The committee members use their knowledge, experience and overall feedback from membership to produce an engaging year of education programs for membership to gather, learn and network.



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LEGAL FORUM COMMITTEE

PURPOSE

To provide a forum to educate Managers, Board members, and Business Partners on the current issues our associations face from the management and legal perspective.

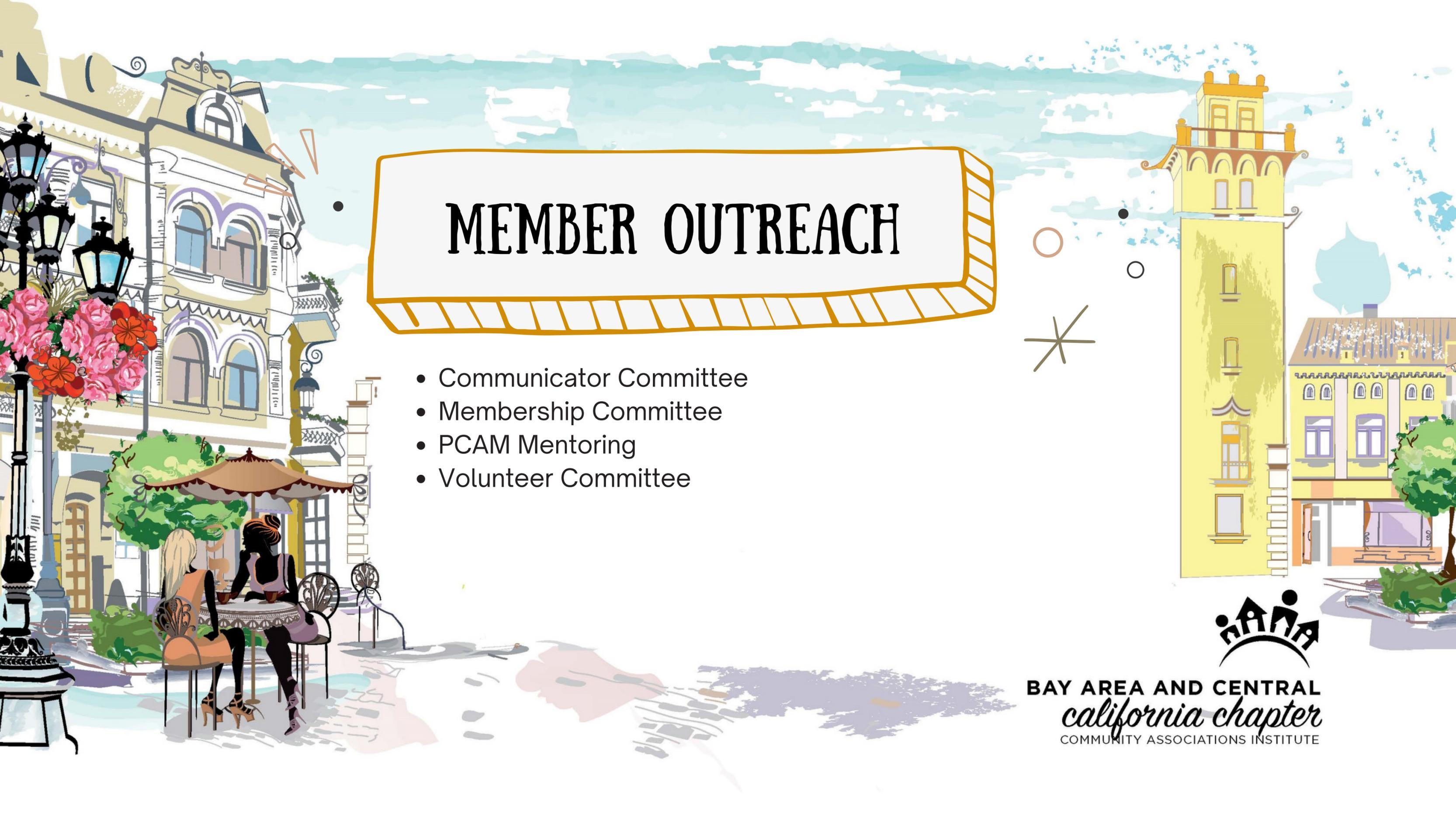
VOLUNTEER COMMITMENT

Monthly meetings with a 1/2 to 1 hour of work in between meetings. Attendance at the event to introduce speakers and to ensure the event is running smoothly.

HIGHLIGHTS

- (1) Partnering attorneys with managers and business partners.
- (2) Choosing and learning about current topics to enhance abilities in order to better manage communities.
- (3) Working with different PCAMs and attorneys to learn from different perspectives.
- (4) Theme development
- (5) Keynote speaker choice
- (6) Coordinating with After Party committee
- (7) Advertisement of event
- (8) Assisting with selling sponsorships



The background is a colorful illustration of a city street. On the left, there's a multi-story building with arched windows and a balcony with pink flowers. In the foreground, two women are sitting at a small table under a brown umbrella at an outdoor cafe. The street leads towards a bright blue sea with white waves. On the right, there's a tall yellow building with a tower and another building with a blue roof. The sky is light blue with some white clouds and decorative geometric shapes like circles and a star.

MEMBER OUTREACH

- Communicator Committee
- Membership Committee
- PCAM Mentoring
- Volunteer Committee



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COMMUNICATOR COMMITTEE

PURPOSE

To produce the chapter's quarterly magazine, *The Communicator*. The purpose of the magazine is to educate readers through articles written by chapter members. The magazine also highlights networking events and chapter accomplishments.

VOLUNTEER COMMITMENT

Committee volunteers work mostly independently to accomplish their assigned tasks to meet the deadlines established by the editors and publishers. Volunteers provide status updates and troubleshoot as necessary by email. Volunteers may be working on content for more than one issue at a time.

HIGHLIGHTS

The committee works with all categories of chapter members. It is a good way to meet chapter members that a committee member might not usually work with. Serving on the committee is also a good way to stay current with issues impacting our industry as article topics change every issue.



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MEMBERSHIP COMMITTEE

PURPOSE

The purpose of the Membership Committee is to maintain and renew existing Manager, Business Partner and Community Association Volunteer Leader (CAVL) membership, as well as to increase membership numbers and participation amongst the respective member categories through established outreach and communication efforts. Help the Chapter to recruit new members and retain existing members through personal contacts via phone and email, identify new areas in which to target prospective members, and determine areas where the chapter could improve programs and services to fit member needs.

HIGHLIGHTS

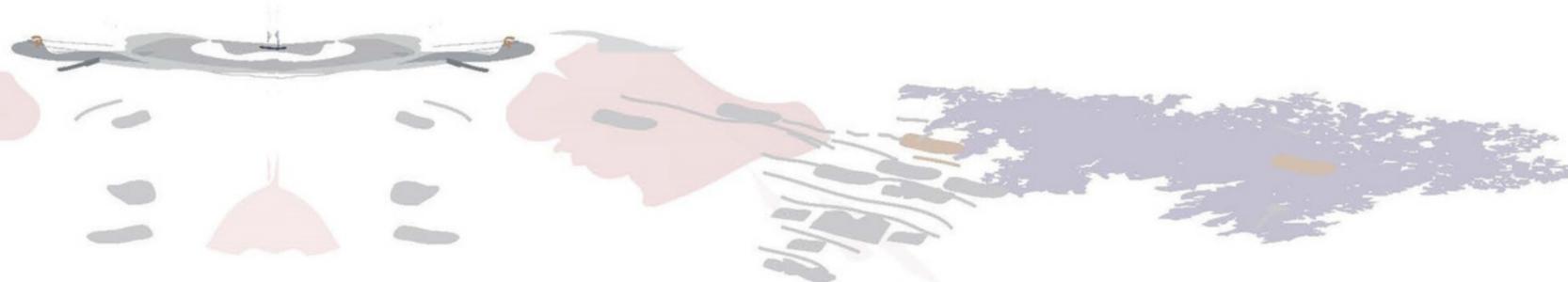
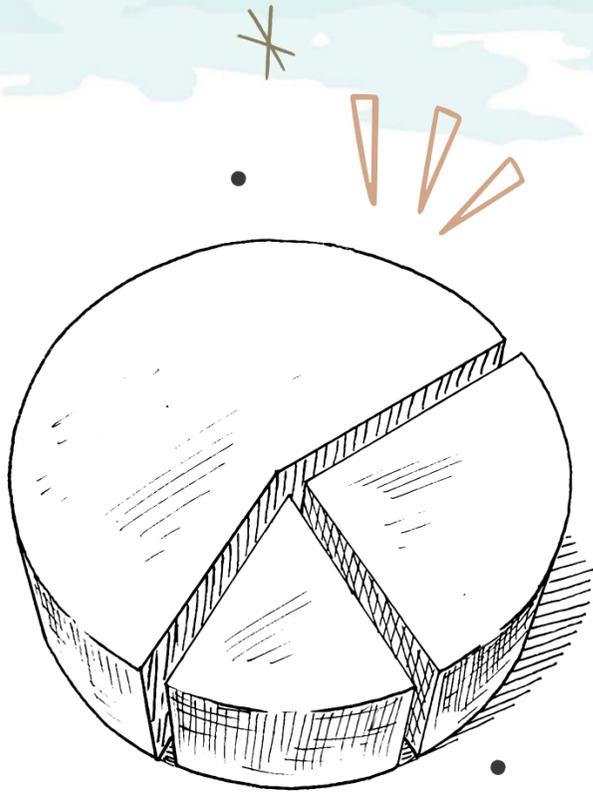
Establish personal connections with new and existing members, as well as be a “familiar face” of the BayCen Chapter for first-time and new attendees at Chapter events.

VOLUNTEER COMMITMENT

- Monthly review of expired members list and personal outreach (ie phone call/email);
- Attendance at Chapter educational and networking events; and
- Suggested quarterly committee meetings.



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PCAM MENTORING COMMITTEE

PURPOSE

To assist community managers in achieving their credentials by informing them of the education available thru CAI, sponsorships and providing mentorship. We focus on the PCAM credential but are available to help any community manager who is looking to grow their career with the CMCA and AMS as well.

HIGHLIGHTS

Its very rewarding to help a manager that you have mentored successfully achieve their goals.

VOLUNTEER COMMITMENT

Quarterly committee meetings to brainstorm on ways to get our message out to our community managers. Follow up emails, reviewing and proofing materials created for distribution. Members should be a PCAM.



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VOLUNTEER COMMITTEE

PURPOSE

To streamline volunteers amongst all developed committees while developing future board members.

VOLUNTEER COMMITMENT

Monthly meetings with a 1/2 to 1 hour of work in between meetings. Follow up skills are necessary.

HIGHLIGHTS

- (1) Networking at events to enhance volunteerism,
- (2) Supporting volunteers' experience
- (3) Developing volunteers to further the mission of the chapter,
- (4) Work directly with Executive Director on Volunteer Management,
- (5) Host Annual Volunteer Fair,
- (6) (IN PROGRESS) Host Annual Volunteer Appreciation



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NETWORKING

- Annual Awards Committee
- Golf Committee
- Legal Forum After Party
- Meet the Managers Committee
- Spring Tea Committee



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ANNUAL AWARDS COMMITTEE

PURPOSE

Responsible for the overall management, selection of location, recruiting of sponsors, determination of award categories and voting process and planning of the Annual Awards event.

To coordinate, on behalf of the Chapter's Board of Directors, an Annual Awards Gala designed to provide a formal social event for members and invited guests to meet and network and to reward members of the chapter for their service over the year. It is also a marketing opportunity for professional and affiliate members who sponsor the event.

HIGHLIGHTS

This committee and its sub-committees meet regularly in the months leading up to the December event to coordinate the theme, location, and details. The committee chair is always the incoming Board President, who chooses the theme of the Gala, which usually coincides with their theme for their upcoming presidency. There are also committee co-chairs, which have served on the committee in the past and serve to help the chair with the details of the event.

VOLUNTEER COMMITMENT

Committee meetings begin in Spring to confirm the venue as well as to start generating ideas for a theme and for the award categories. Ideally, the award categories are determined early enough to promote them over the course of the year at chapter events. As we get closer to the event date, meetings are more frequent, with sub-committees meeting separately to work on their tasks. The day of the event, all committee members are expected to arrive at the venue early to help set up and are expected to stay late to clean up / tear down.



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GOLF COMMITTEE

PURPOSE

Responsible for the overall management, selection of location, recruiting sponsors and planning of the Annual Golf Outing.

PURPOSE: To coordinate, on behalf of the Chapter's Board of Directors, an Annual Golf Classic designed to provide a social event for members and invited guests to meet and network. It is also a marketing opportunity for professional and affiliate members who sponsor the event. The Golf Classic is the Chapter's primary fund raising event. Proceeds raised from the tournament help the Chapter produce quality education programs and events that keep the attendance cost of such programs to a minimum. To facilitate, with direction from the Chapter Board, a quality tournament for the purpose of socializing and networking with chapter members and like minded industry professionals.

HIGHLIGHTS

Fun networking event and is also the top fundraising event of the chapter. Committee members work together to ensure the success of the event.

VOLUNTEER COMMITMENT

Monthly meetings with 1 hour of work in between meetings.



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LEGAL FORUM AFTER PARTY COMMITTEE

PURPOSE

The Legal Forum After Party event is geared to providing a low-maintenance, budget friendly experience for managers and business partners looking to spend time and socialize with other industry members in a relaxed and casual way following the first day of education at the Annual Legal Forum. It is also a marketing opportunity for professional and affiliate members who sponsor the event. Funds raised in sponsorships create our total budget of expenditures, either profiting the chapter or breaking even.

HIGHLIGHTS

This fun networking event is intended as an opportunity for attendees to unwind and let loose in a casual environment after a long day. Past events have had themed attire, fun experiences, and performances for attendees.

VOLUNTEER COMMITMENT

- 1 to 2 meetings on average with the main Legal Forum Committee to discuss overall theme, event location and other major details (attended by liaison and co-chairs).
- 1 meeting per month via videoconference where tasks and responsibilities are designated. As the event gets closer, weekly meetings and emails may be required to ensure details are secured. Site visit may be required to finalize event details with venue (attended by liaison and co-chairs).
- Day-of support is required from committee members for event set-up (following tradeshow exhibit hall hours), announcements during the event, and post-event clean up/ tear down.



MEET THE MANAGERS COMMITTEE

PURPOSE

The purpose of the Meet the Managers is to plan, manage and facilitate the Chapter's annual Meet the Managers networking event. The Meet the Managers event is intended to provide managers with an opportunity to meet Chapter business partners in a more relaxed and pressure-free environment to learn more about the services those business partners provide, as well as gain a better understanding of the ways in which those business partners can support the manager's community association clients. The event also provides business partners the opportunity to connect with managers, build relationships, market their business, and socialize with friends – old and new.

HIGHLIGHTS

Committee members work together to plan and put on this event. Committee members can expect to:

- gain a better understanding of the effort and coordination needed to plan such an event
- get to know other Committee members who are likeminded when it comes to volunteering their time to support the Chapter and its efforts
- have fun i.e., plan a fun event in a fun environment with fun people

VOLUNTEER COMMITMENT

Committee members should anticipate:

- one Committee meeting per month (i.e., five to seven Committee meetings) lasting approximately one hour via videoconference
- recruiting and securing business partners and managers to attend the event*
- day of event support by attending early to help decorate and ensure proper set-up, helping facilitate an orderly event and minor clean up at the conclusion of the event

**Recruiting and securing managers to attend the event will be the most important function of the volunteer Committee members. As such, volunteers on this Committee should be comfortable with contacting managers and management firm owners and requesting their attendance at the event.*



SPRING TEA COMMITTEE

PURPOSE

The purpose of the Spring Tea Committee (formerly known as Ladies Tea) is to plan an annual event that allows for networking opportunities and a positive environment where attendees in all areas of our industry can come together for a non-traditional afternoon tea. The tea will have either a guest speaker (to provide continuing education opportunities) or entertainment (for a more social event), a theme where those in attendance can choose to customize a hat and/or themed attire, a hat and/or spirit contest with prizes, and luxury exhibitors made of local small businesses.

HIGHLIGHTS

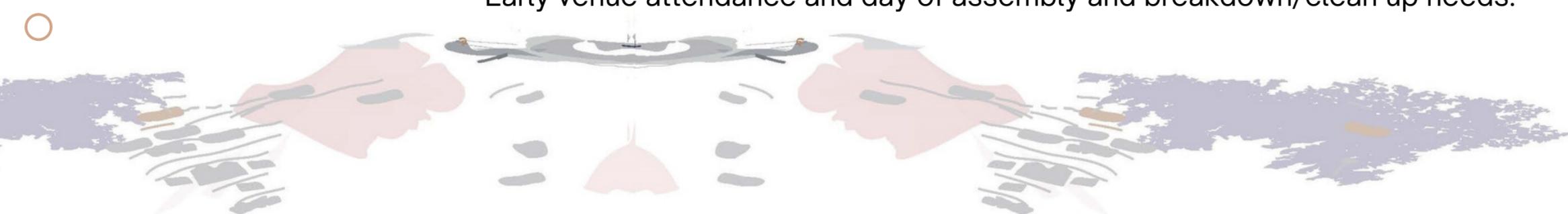
One of the most-well attended and well-dressed events of the year. Committee members work together as a whole and in sub-committees to ensure success of event and customize all details that tie event theme together and ensure fun is had by all guests, while supporting local entrepreneurs.

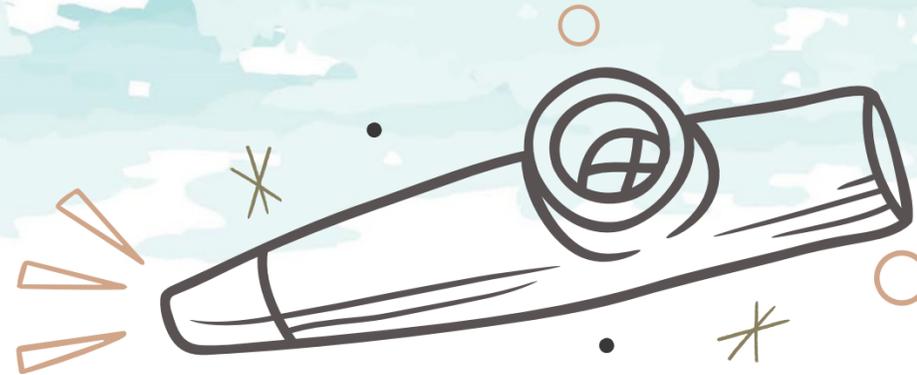
VOLUNTEER COMMITMENT

- 6-8 meetings; depending on how frequent respective sub-committees gather for planning sessions and additional assembly meetings;
- Participation at assembly meetings (ie favors, centerpieces, décor); and
- Early venue attendance and day of assembly and breakdown/clean up needs.



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JOIN A COMMITTEE

People who serve describe their experience as rewarding. They make contributions to the industry as a whole while assisting in maintaining and enhancing the organization. Best of all, people who serve make new friends and establish great connections.

<https://www.caibaycen.com/chapter-committees>



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