

WASHINGTON METROPOLITAN CHAPTER  
COMMUNITY ASSOCIATIONS INSTITUTE

**POLICIES AND PROCEDURES**

**EXHIBIT 1**

**Annual Awards Dinner Committee**

**Purpose:** To successfully organize, implement, and market the Annual Awards Dinner with the purpose of bringing the members of the Washington Metropolitan Chapter CAI together to recognize exceptional volunteer leaders and members within the Chapter. To develop, implement, and market an event sponsorship structure that appeals to multiple facets of the Chapter membership and that successfully meets event budget and attendance goals.

**Budget Committee**

**Purpose:** To develop and monitor the Chapter's budget, financial statements and identify new revenue sources or suggest reduced expenses for Chapter's continued growth.

**Chapter Outreach Committee**

**Purpose:** To develop, execute, and maintain programs to foster communications among Chapter members and between the Chapter and the general public. To encourage participation in Chapter programs and volunteer opportunities and to promote the value of CAI membership to existing members of the Chapter and the general public. To coordinate and implement the Chapter's "Community Association of the Year" contest with the direction of the Board of Directors and the Executive Director.

**Conference & Expo Committee**

**Purpose:** To successfully organize, implement, and market the annual Conference and Expo for the Washington Metropolitan Chapter CAI. To develop along with appropriate committees, conference educational offerings based upon current industry happenings and the needs of all facets of the Chapter membership. To encourage and develop an exhibit show beneficial to attendees and exhibitors. To develop, implement, and market event sponsorship structures that appeal to multiple facets of the Chapter's membership. To successfully reach the budget and goals for the event.

**Education Committee**

**Purpose:** To identify, develop, and market educational offerings based on current industry happenings and the needs of all facets of the Chapter's membership. Marketing offerings to audiences that include Chapter members, allied organizations, media, legislators and the general public. To develop, implement, and market event sponsorship structures that appeal to multiple facets of the Chapter's membership. To successfully reach budget and attendance goals for each event.

**Golf Outing Committee**

**Purpose:** To successfully organize, implement, and market the Annual Golf Outing with the purpose of bringing Chapter members together for networking and stewardship of the Chapter. To develop, implement, and market an event

sponsorship structure that appeals to multiple facets of the Chapter membership. To successfully meet budget and attendance goals for the event.

#### **Legislative Committees (DC, Maryland & Virginia)**

**Purpose:** Responsible for identifying legislative issues of importance to common interest communities in the specific jurisdiction of the committee. This includes local, regional, statewide, and federal legislation or initiatives. On statewide and federal issues, work directly with CAI Legislative Action Committees.

#### **Nominating Committee**

**Purpose:** The Committee is charged with carrying out the Chapter's nominating and Board election process in accordance with the Chapter's Bylaws and Policies and Procedures.

#### **Ad-Hoc Partnership Program Committee**

**Purpose:** When authorized and created as determined by the Board of Directors, the Ad-Hoc Partnership Program Committee shall evaluate the Chapter Partnership Program sponsorship levels and associates benefits and evaluate sponsors' needs, expectations, and spending as they pertain to the two-fold purpose of the program, which are: i) to give participating companies tremendous exposure in their target market and ii) to generate a large portion of the Chapter's operating capital so the Chapter may provide enhanced educational and networking programs.

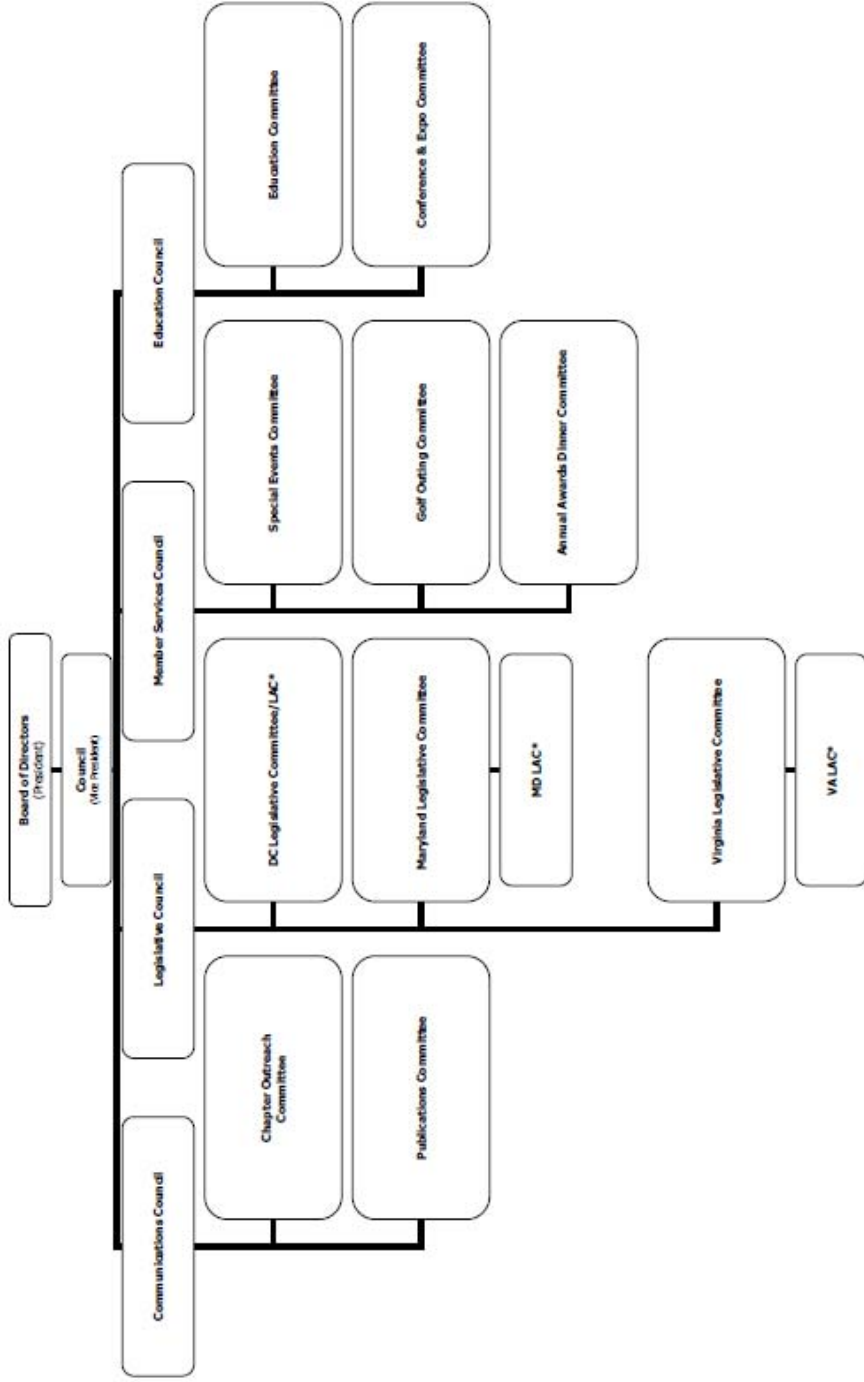
#### ***Quorum*<sup>TM</sup> Editorial Committee**

**Purpose:** To produce the *Quorum*<sup>TM</sup>, the Chapter's monthly magazine, providing articles of local and national importance to the membership. To develop and market advertising opportunities that appeal to multiple facets of the Chapter's membership. To successfully meet publication budget goals.

#### **Special Events Committee**

**Purpose:** To plan, implement, and market networking and charity events to bring all Chapter members together for networking and stewardship of the Chapter. To develop, implement and market event sponsorships that appeal to multiple facets of the Chapter's membership. To successfully meet budget, attendance and income goals for each event.

# Washington Metropolitan Chapter Community Associations Institute Council Structure



\*LAC: The Legislative Action Committee is a committee of CAI National. The LACs are a state-wide committee that represent all chapters in their state.