

Washington Metropolitan Chapter – Community Associations Institute (WMCCAI)

Charter: Homeowner Leader Task Force

I. Mission Statement

The Homeowner Leader Task Force of WMCCAI is established to engage, empower, and elevate the voice of homeowner leaders across the Washington metropolitan region. The Task Force will foster participation, enhance educational opportunities, and expand resources and engagement activities for homeowner leaders, in alignment with WMCCAI's strategic goals.

II. Purpose and Objectives

The Task Force shall:

1. **Increase Engagement:** Identify and recommend strategies to improve participation of homeowner leaders within WMCCAI programs, events, and leadership opportunities.
2. **Enhance Education:** Evaluate and recommend educational topics, formats, and delivery methods specifically for homeowner leaders.
3. **Expand Resources:** Review and develop new resources, content, and platforms for homeowner leaders to better serve their communities.
4. **Solicit Feedback:** Design and administer surveys to homeowner leaders to collect actionable feedback for shaping future initiatives.
5. **Host Listening Sessions:** Organize and facilitate listening sessions and focus groups to better understand the needs and concerns of homeowner leaders.
6. **Collaborate Regionally and Nationally:** Engage with other CAI chapters to exchange best practices, replicate successful initiatives, and explore potential collaborations.

7. **Align with Strategic Plan:** Ensure all task force efforts support and advance WMCCAI's current Strategic Plan and overall mission.

III. Composition and Structure

- **Total Members:** 5 individuals who are active homeowner leaders within the CAI Washington Metropolitan Chapter to be appointed by the WMCCAI President with affirmation from the Board of Directors.
- **Leadership:** Two (2) Co-Chairs to serve as leaders of the Task Force shall be the two homeowner leaders that serve on the WMCCAI Board of Directors.
- **Term:** Initial term shall end at the December 2025 Board meeting. Thereafter, terms shall be a one-year commitment with eligibility for reappointment in December of each year.

IV. Responsibilities of the Co-Chairs

- Facilitate and lead Task Force meetings.
- Serve as primary liaisons to the WMCCAI Board of Directors and staff.
- Coordinate the implementation of Task Force initiatives and ensure alignment with strategic goals.
- Provide a monthly written report on Task Force progress and findings. Reports are to be given to the Executive Director a week in advance of scheduled Board meetings.

V. Operational Guidelines

- **Meetings:** The Task Force shall meet monthly, or more frequently as needed, virtually or in person. The Task Force should meet quarterly at a minimum.
- **Decision-Making:** Decisions will be made by consensus. In cases of impasse, Co-Chairs will escalate issues to WMCCAI leadership.
- **Documentation:** Meeting minutes and outcomes will be recorded and shared with WMCCAI staff and Board.

- **Surveys and Data Use:** All survey instruments and findings shall be administered by the WMCCAI office for review, integration into broader planning efforts, and appropriate dissemination. The Task Force shall provide WMCCAI staff with verbiage.

VI. Collaboration and Communication

- The Task Force has the authority to initiate collaboration with:
 - Other CAI Chapters to share ideas, benchmark activities, and explore co-hosted events.
 - WMCCAI committees and staff to ensure program and event coordination.
 - The CAI Foundation and National CAI resources where applicable for educational development and grants.

VII. Reporting and Accountability

- A monthly report shall be submitted to the WMCCAI Board of Directors and WMCCAI Executive Director.
- An annual summary may be presented at the chapter's annual meeting, highlighting achievements, challenges, and recommendations.

VIII. Approval and Oversight

This Charter shall be approved by the WMCCAI Board of Directors and will be reviewed annually to ensure relevance and strategic alignment.