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RESOLUTION OF THE BOARD OF DIRECTORS

COMMUNITY ASSOCIATION INSTITUTE
CENTRAL FLORIDA CHAPTER

MEET THE MANAGERS COMMITTEE CHARTER

RECITALS

WHEREAS the Community Association Institute Central Florida Chapter (the "Chapter") utilizes various committees to assist the Board of Directors (the "Board") in carrying out its duties and advancing the Chapter's mission; and

WHEREAS the Board believes it is beneficial for all Committees to operate under a consistent structural and procedural framework to ensure accountability, transparency, and alignment with Chapter governance; and

WHEREAS the Board has determined that the establishment of a Meet the Managers Committee will support the Chapter's strategic goals by planning and executing a dynamic networking event designed to foster authentic connections between Community Association Managers (CAMs) and Business Partners; and

WHEREAS, on February 19th, 2026, at a duly noticed meeting of the Board, the Board approved the adoption of this Meet the Managers Committee Charter (the "Charter") to govern the organization and operation of the Meet the Managers Committee;

NOW, THEREFORE, BE IT RESOLVED THAT:

The foregoing Recitals are incorporated herein by reference as if fully set forth below.

I. APPLICABILITY

This Charter shall govern the Meet the Managers Committee.

In the event of any conflict between this Charter and the General Committee Charter, this Meet the Managers Committee Charter shall control.

All Committee actions remain subject to the Chapter's Bylaws and the authority of the Board of Directors.

II. MANNER OF ORGANIZATION

A. Membership

1. To serve on the Meet the Managers Committee, an individual must be a member of the Chapter in good standing or an employee of an entity that is a member in good standing.

2. Committee Members shall be appointed annually by the Board of Directors based on application submissions.

3. The Meet the Managers Committee shall consist of six (6) active members.

4. The Committee shall include at least two (2) Community Association Managers and two (2) Business Partners.

5. The Meet the Managers Committee shall not include more than one (1) representative from the same company or association at any given time.

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6. No individual may serve as a member of more than one (1) Chapter committee at any given time. Service as a Board Liaison shall not be considered committee membership for purposes of this limitation. A Board Liaison may serve as a member of a different committee while serving as liaison to another committee.

B. Term

1. Committee Members, including the Chair, shall serve for one event cycle or until completion of the event season.

2. The Committee shall renew annually.

3. There shall be no limitation on prior Committee Members reapplying for service each year.

4. Any Committee Member may be removed and replaced at any time, with or without cause, by a majority vote of the Board.

III. MANNER OF OPERATION

A. Committee Chair

1. The Meet the Managers Committee shall have one (1) Committee Chair appointed by the Board of Directors.

2. The Chair must have served a minimum of one (1) year on the Meet the Managers Committee prior to appointment, unless otherwise approved by the Board of Directors.

3. The Chair may serve a maximum of two (2) years in that role.

4. The Chair shall lead the planning process, coordinate Committee activities, and serve as liaison with Chapter staff.

5. The Chair shall communicate progress and updates to the Board Liaison.

6. The Board reserves the right to remove the Chair with or without cause if deemed to be in the best interest of the Chapter.

7. No member of the Board of Directors shall serve as Committee Chair; however, if no eligible non-Board member is willing to serve, the Board may appoint a member of the Board to serve as Chair on an interim basis.

B. Board Liaison

1. The Meet the Managers Committee shall have one (1) Board Liaison appointed by the Board of Directors.

2. The Board Liaison shall provide guidance, ensure alignment with Chapter leadership, and report relevant updates to the Board.

C. Meetings

1. The Committee shall meet regularly for approximately four (4) months leading up to the event, typically monthly or as needed and one (1) meeting post event.

2. Meetings may be conducted in person, on-site, or virtually depending on planning needs.

3. A majority of Committee Members shall constitute a quorum.

4. The action of a majority present at a meeting where a quorum exists shall constitute the action of the Committee.

5. Meeting minutes may be prepared at the discretion of the Committee or at the request of the Board and, if prepared, shall be delivered to the Executive Director.

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D. Duties and Authority

1. The Committee is responsible for planning and executing one (1) Meet the Managers event annually.

2. The Committee shall develop event concepts, locations, formats, and themes aligned with Chapter goals.

3. The Committee shall assist with budgeting, including cost projections and vendor coordination to ensure financial responsibility.

4. The Committee shall gather post-event feedback to evaluate success and inform future improvements.

5. The Committee operates in an advisory and support capacity only.

6. The Committee shall have no authority to bind the Chapter to contracts, approve expenditures, obligate funds, or enter into agreements.

7. All final approvals regarding budgets, contracts, sponsorships, and financial commitments remain with the Board of Directors or authorized Chapter leadership.

ADOPTION

This Meet the Managers Committee Charter was approved by a majority vote of the Board of Directors at a duly noticed Board meeting held on __February 19th,_____, 2026.

Sign: Stefanie Nicholson

Print: Stefanie Nicholson

President, CAI Central Florida Chapter

Sign: 

Print: Jackie Swisher

Secretary, CAI Central Florida Chapter