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RESOLUTION OF THE BOARD OF DIRECTORS

COMMUNITY ASSOCIATION INSTITUTE
CENTRAL FLORIDA CHAPTER

EDUCATION / LUNCHEON 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 recognizes the importance of providing quality educational programming and professional development opportunities for Community Association Managers, Business Partners, and Homeowner Leaders; and

WHEREAS the Board has determined that the establishment of an Education / Luncheon Committee will support the Chapter's strategic goals by planning and supporting educational programming for monthly luncheons and coordinating educational initiatives in conjunction with the Trade Show; and

WHEREAS on February 19th, _____, 2026, at a duly noticed meeting of the Board, the Board approved the adoption of this Education / Luncheon Committee Charter (the "Charter") to govern the organization and operation of the Education / Luncheon 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 Education / Luncheon Committee.

In the event of any conflict between this Charter and the General Committee Charter, this Education / Luncheon 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 Education / Luncheon 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 Committee shall consist of eight (8) members.

4. The Committee composition is intended to include three (3) Community Association Managers, two (2) Homeowner Leaders, and three (3) Business Partners; however, the Board may exercise flexibility in appointments if a specific category cannot be filled.

5. Under no circumstance shall more than four (4) Business Partners serving on the Committee at any given time.

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6. The Business Partner members serve in a representative capacity to provide perspective and shall not lead, present, or sponsor educational programming on behalf of their own company during their term of service.

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

8. 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 appointments shall commence on January 1 of each year, or such alternate date as determined by the Board.

2. Members shall serve a term of one (1) year and may be reappointed annually without term limitation.

3. 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 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 Committee prior to appointment, unless otherwise approved by the Board of Directors.

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

4. The Chair shall lead meetings, coordinate educational programming efforts, serve as liaison to Chapter staff, and communicate updates to the Board Liaison.

5. 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.

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.

B. Board Liaison

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

2. The Board Liaison shall facilitate communication between the Board and the Committee and ensure alignment with Chapter strategy.

C. Meetings

1. The Committee shall meet quarterly or as necessary to fulfill its responsibilities.

2. Meetings may be conducted in person or virtually as determined by the Committee.

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.

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D. Duties and Authority

1. The Committee shall support the planning and coordination for monthly luncheon events.

2. The Committee shall assist in identifying, developing, and organizing educational programming for luncheon events.

3. The Committee shall collaborate with the Trade Show Committee to support educational programming associated with the annual Trade Show.

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

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

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

ADOPTION

This Education / Luncheon 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