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RESOLUTION OF THE BOARD OF DIRECTORS

COMMUNITY ASSOCIATION INSTITUTE
CENTRAL FLORIDA CHAPTER

EVENTS 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 an Events Committee will support the Chapter's strategic goals by planning and executing mission-aligned events that enhance member engagement, professional development, and community connection; and

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

In the event of any conflict between this Charter and the General Committee Charter, this Events 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 Events 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 recommended for an appointment by the Chair of the committee, subject to Board oversight and final appointment.

3. The Events Committee shall consist of no fewer than six (6) and no more than eight (8) active members.

4. Members of the Board of Directors may serve on the Events Committee.

5. The Events 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 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 after application to join.

3. Individuals requesting to join outside the standard appointment cycle may submit written correspondence to the Committee Chair, Board President, or Executive Director for consideration.

4. Any Events 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 Events 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 Events 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 meetings, coordinate planning efforts, serve as liaison to Chapter staff, communicate updates to the Board Liaison, and execute directives issued by the Board.

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

6. 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 Events 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, ensure alignment with Chapter strategy, provide guidance and oversight, and report relevant updates to the Board.

C. Meetings

1. The Events Committee shall meet monthly unless otherwise determined by a majority of the Committee Members.

2. Meetings may be conducted virtually, in person, or on-site depending on event 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 Events Committee shall support the planning, coordination, and execution of the Annual Gala/Event and create and execute one (1) new annual event consistent with the Chapter's mission and strategic goals.

2. The Committee shall assist with event budgeting and support cost-effective planning strategies.

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

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

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

ADOPTION

This Events 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