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RESOLUTION OF THE BOARD OF DIRECTORS

COMMUNITY ASSOCIATION INSTITUTE
CENTRAL FLORIDA CHAPTER

TRADE SHOW 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 Trade Show Committee will support the Chapter's strategic goals by planning and executing the annual CAI Central Florida Trade Show, promoting education, networking, and business development opportunities for members; and

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

In the event of any conflict between this Charter and the General Committee Charter, this Trade Show 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 Trade Show 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.

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2. Committee Members shall be recommended for appointment by the Chair based on application submissions, subject to Board oversight and final appointment.

3. The Trade Show Committee shall consist of not more than ten (10) members including the Chair and Co-Chair.

4. The Committee may not include more four (4) Community Association Managers and four (4) Business Partners, remaining seats are open to members in good standing, unless otherwise approved by the Board of Directors.

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

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 reapply annually without restriction.

3. Any Trade Show 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 Trade Show Committee shall have one (1) Committee Chair appointed by the Board of Directors.

2. The Chair must have served a minimum of two (2) consecutive years on the Trade Show Committee prior to appointment.

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

4. The Chair shall lead meetings, oversee planning and execution of the annual Trade Show, coordinate with Chapter staff, and communicate updates to the Board Liaison.

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.

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B. Co-Chair

1. The Trade Show Committee shall have one (1) Co-Chair recommended by the Chair from the Trade Show Committee Members and appointed by the Board of Directors.

2. The Co-Chair must have served a minimum of two (2) consecutive years on the Trade Show Committee prior to appointment.

3. The Co-Chair shall support the Chair and may assume leadership responsibilities in the absence of the Chair.

4. A member of the Board of Directors may serve as Co-Chair, provided the individual satisfies the minimum service requirement for that position.

C. Board Liaison

1. The Trade Show 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.

D. Meetings

1. The Trade Show Committee shall meet monthly or as necessary to plan and execute the annual Trade Show.

2. Meetings are conducted in person, or on-site depending on planning needs, they may be held as needed virtually with a majority Committee vote.

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.

E. Duties and Authority

1. The Trade Show Committee is responsible for planning and executing the annual CAI Central Florida Trade Show.

2. The Committee will create sub-committees to support, and help authorized CAI leadership with Trade Show needs and execution.

2. The Committee shall coordinate with venue partners, vendors, and sponsors.

3. The Committee shall assist with budgeting, vendor logistics, show layout, and event flow.

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4. The Committee shall support marketing and promotional initiatives to maximize attendance.

5. The Committee shall ensure the Trade Show includes educational, interactive, and networking elements consistent with the Chapter's mission.

6. The Committee shall gather feedback following the event to evaluate performance and inform future improvements.

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

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

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

ADOPTION

This Trade Show 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