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RESOLUTION OF THE BOARD OF DIRECTORS

COMMUNITY ASSOCIATION INSTITUTE
CENTRAL FLORIDA CHAPTER

MEMBERSHIP / VOLUNTEER 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 that membership growth, engagement, and volunteer development are essential to the long-term vitality and sustainability of the Chapter; and

WHEREAS the Board has determined that the establishment of a Membership / Volunteer Committee will support the Chapter's strategic goals by focusing on membership recruitment, retention, and volunteer engagement across Chapter initiatives; and

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

In the event of any conflict between this Charter and the General Committee Charter, this Membership / Volunteer 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 Membership / Volunteer 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 ten (10) active members.

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

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5. 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 membership and volunteer initiatives, 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 monthly 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.

D. Duties and Authority

1. The Committee shall focus on membership recruitment, retention, and engagement initiatives.

2. The Committee shall collaborate with all Chapter committees, except the Finance Committee, to identify opportunities to grow membership.

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3. The Committee shall research and identify relevant trade shows or industry events outside of CAI where Chapter presence may support membership growth.

4. The Committee shall maintain and manage a volunteer interest list to support Chapter events and initiatives.

5. The Committee shall recruit and coordinate volunteers for Chapter events, including but not limited to luncheons, trade shows, golf tournaments, and social events.

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

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

8. All final decisions regarding budgetary, contractual, or financial matters remain with the Board of Directors.

ADOPTION

This Membership / Volunteer 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