

## CAI-NC Regional Councils Charter & Guidelines



**7-23-15/REV 1-26-17** Regional councils serve as the chapter's local presence within the state's 6 regions under the direction of the chapter's Board of Directors. Their mission is an extension of the chapter's mission **to provide valuable resources, programs, education and advocacy to preserve, protect and enhance community associations.**

Coastal (greater Wilmington area)

Triangle (greater Raleigh/Durham/Chapel Hill area)

Piedmont (greater Charlotte area)

Tidelands (greater Greenville/eastern NC)

Triad (greater Greensboro/Winston-Salem/High Point)

Mountain (greater Asheville area)

The formation & continued development of the Councils and the local educational events they plan and execute rely on the initiative and engagement of local volunteers, framed by guidelines articulated by the Board and supported by staff.

**Composition:** 5-12 individuals of any membership classification (manager, business partner, community volunteer); at least 50% to be CAI-NC member community managers and at least 33% to be employees of CAI-NC member **business partner** firms. CAI-NC membership is required for the duration of the term. No more than 20% of Council members may be employed by the same company. An individual may be a member of only one Council at a time. CED is ex-officio.

**Appointment:** Council member candidates will be publicly invited to apply for each upcoming year.

Sitting Council members will review the candidate list based on criteria guidelines to be provided by the chapter Board and develop recommendations for chapter President's approval. Per current chapter Bylaws, committee members are appointed [or removed] by the chapter President.

**Terms:** 2-year terms beginning Jan. 1 on a staggered basis with approximately half the members rolling off each Dec. 31. Members may serve up to two consecutive 2-year terms; they may serve same again following a two-year absence. Vacancies may be filled by the chapter President from recommendations by the Council; appointee serves the balance of a given membership term. Councils may choose from a wait list or advertise publicly for candidates to fill vacancies.

**Leadership:** Each Council elects at its first meeting of the year a Chair, Vice-chair and Secretary for one-year terms. These individuals may serve up to two consecutive one-year terms; they may serve same again following a two-year absence. Vice-chair does not automatically ascend to chair. Chair shall call at least 3 planning meetings/year. If no Council member is willing to serve as chair, members shall develop and report to chapter President via CED a temporary alternate method of leadership.

**Participation:** Attendance and participation at planning meetings and regional events is strongly encouraged for Council members; they should register online and pay as any other member unless they will leave prior to food service. Members who miss more than 2 consecutive planning meetings may be recommended for removal in the interest of full engagement.

**Regional events:** Council responsibilities: Submit draft event schedule for upcoming year by 10/1/15; Plan topics & speakers; Procure sponsors as necessary to meet budgeted total; Help generate attendance to meet budgeted targets; Execute selected on-site duties. (Budgeting, financial commitments, promotion, registration, venue/menu arrangements to be handed by staff.)

**Other leadership charges:** Serve as new-member welcome ambassadors; other initiatives as articulated by the Board

**Board Liaison:** Chapter Board shall appoint a Director to each Council for each year to function as bridge between Board of Directors & Councils and create Council report for each Board meeting (not required to be counted in the 5-12 total).