



Central Oregon Regional Chapter – Community Association Institute

Education Committee Charter

Pursuant to Article 9, section 9.3 of the Bylaws of Central Oregon Regional Chapter of Community Association Institute INC, the Board of Directors (the "Board"), may establish a Committee as it deems appropriate to assist the Board in its duties.

Pursuant to this authority, the Board has resolved to create the Education Committee ("Committee"), which is governed by the terms set forth in this Charter.

Membership: The Committee shall consist of three (3) to five (5) members, all of whom shall be members of CAI-CORC and who are community association management company employees, community association homeowner leaders, and/or CAI-CORC business partners. Notwithstanding the foregoing, no community association management company or CAI-CORC business partner shall have more than two (2) members on the Committee.

Purpose: The Committee shall serve at the request of the Board. The primary purpose of the Committee is to provide suggestions to the Board on issues relating to education and educational programs that support the goals and mission of the Community Association Institute. Examples of projects and objectives that would fall under this Committee include, but are not limited to:

1. Facilitating, promoting, and providing educational programming for members and non-members, as directed by the Board, that supplements the Community Associations Institute's national educational programming coursework;
2. Facilitating and promoting the creation and delivery of educational programming to members and non-members on contemporary issues and recurring issues that are complex and multi-faceted or unique to community association management and governance in the State of Oregon;
3. Working with other CAI-CORC committees on the creation and presentation of educational programming and content that can be made available to community association management companies, community association managers, community association volunteer leaders, and other stakeholders in the industry through CAI-CORC via its publications and online resources;
4. Assisting stakeholders in the industry with the knowledge and resources necessary to successfully navigate processes relevant to certifications, professional designations, and professional growth.

Organization: The Committee Chair shall be appointed by the Board of Directors and reviewed annually. The Chair shall be responsible for delegation and fulfillment of the assigned duties. The committee shall elect a Secretary. The secretary shall be responsible for recording meeting notes and drafting Board updates. The Committee may meet in



person or communicate by any means it deems appropriate.

Authority: The committee shall have the authority to select educational event speakers and commit funds for expenses that have been approved and/or budgeted by the Board. Other than the authority expressed in this section, the Committee is vested with advisory powers and is not authorized to act on behalf of the Chapter without written consent from the Board.

Reporting: The Committee should provide routine updates to the Board on its activities. Reports may be submitted in writing or given in person to the Executive Director. Minutes of meetings are not required; however, records must be kept as appropriate. Except in the case of written reports submitted to the Board, Committee records shall not be considered official records of the Chapter.

Duration: The Committee shall continue until the Board decides to dissolve it. Committee members shall serve at the request of the Board, and must avoid the following:

1. Participating in the reckless or intentional misrepresentation of information relating to the Committee, the Chapter, and/or the Board;
2. Misusing information relating to the Committee, the Chapter, and/or the Board;
3. Soliciting personal business or gain while acting in the capacity of a Committee member;
4. Failing to fully disclose to the Chapter any personal or business relationship with a vendor of the Chapter.