



AWARDS COMMITTEE CHARTER

COMMITTEE DESCRIPTION

Awards Committee

The Awards Committee is responsible for organizing, planning, and promoting the Annual Award Gala. This event is developed as a social event to honor the hard work of CAI-CV volunteers during the previous year. This event serves as both a networking and fundraising event for the Chapter and provides the opportunity to nurture relationships for all CAI-CV members. In recent years, CAI-CV has included a faux casino Monte Carlo Night as entertainment.

STRUCTURE, ROLES & RESPONSIBILITIES

- Chair – The role of the Chair is to be the main point of contact for the committee and is responsible for managing all aspects of the event/committee.
- Co-Chair – To work with the Chair and Executive Director to plan the agenda and assist in delegation of tasks to committee members. The co-chair will run the meeting in absence of the Chair.
- Board Liaison – The role of the board liaison is to be the main point of contact to the board of directors and serve as the lead advisor to that committee. The board liaison is a board Chapter Director.
- Secretary – responsible for taking notes, tracking action items, planning committee meetings, sending out invitations and reminders to committee meetings, and tracking participation.

MEETINGS

Will meet monthly and as needed when dictated by the chair and committee.

MEMBERS

Members must be members in good standing with CAI-CV and are solicited at least once a year. Members may join at any time during the year. The Committee is responsible to make a best effort to balance the committee with equal members from each of the three primary membership groups. The Committee will strive to maintain a minimum of 11 members.

DUTIES

- Identify and recruit volunteers who will assist in planning and implementation of the event.
- Coordinate with the Chapter's Executive Director in the selection of facilities, themes, and overall program of events.
- Encourage members to nominate managers, business partners, and homeowner leader members via chapter events, word of mouth and social media.
- Coordinate & determine the nomination delivery process (ie: nomination luncheon or hand-delivered nominations, etc.)
- Promote the Award Gala at all Chapter events.
- Solicit sponsorships.
- Helps with pre-event preparation such as assembling invitations, event swag, programs, etc. as needed by the chapter.

- Make any recommendations to the Board of Directors for a new award categories, new sponsorships and venue options.
- Coordinate with the Chapter Executive Director in identifying those candidates who qualify for the various awards presented by the Chapter.

REPORTS

The committee tracks delegated tasks and the liaison makes a verbal update to the Board of Directors monthly.

AMENDING THE CHARTER

The members will review the charter and vote by majority on those changes to a charter. The board liaison will deliver the amended charter for the board to review.

ANNUAL REVIEWS

At the end of each year the committee reviews the budget, Advertising & Sponsorship Plan sponsorships, Awards Program, and committee leadership and provides the Chapter board with recommendations for the upcoming year. The Committee also review the work of the Awards Committee regarding members' time and tasks for consideration when choosing their chapter award recipients.