



Better HOA Living

BUSINESS PARTNER COMMITTEE CHARTER

COMMITTEE DESCRIPTION

The Business Partner Committee is a vital component of our chapter, committed to ensuring our business partners achieve the highest return on their investment. We take pride in mentoring and motivating our business partners, actively encouraging their participation in our chapter events and educational programs. One of our key roles is extending a warm welcome to new members. We're here to assist them in navigating their initial experiences, ensuring they feel right at home. We introduce them to the management companies and managers who are an integral part of the CAI Community.

We diligently maintain an updated spreadsheet of Coachella Valley Management Companies, providing a valuable resource to our business partner members. Mark your calendars for our annual 'Meet the Management Companies' event, held each March, where you can connect with industry professionals and forge meaningful connections.

STRUCTURE, ROLES & RESPONSIBILITIES

- **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 each committee. The board liaison is a board member.
- **Chair** - The role of the Chair is to be the main point of contact for the committee and own all aspects of the event/committee.
- **Co-Chair** - The role of the Co-Chair is to aid the Chair in all aspects of the event/committee.
- **Secretary** - The role of the Secretary is to take notes of the meetings and assist in coordinating and tracking assigned duties.

MEETINGS

Will meet monthly or as needed under the direction of the Chair and committee.

MEMBERS

Any CAI-CV member in good standing may serve on the Business Partner Committee, regardless of their membership class. The Committee is responsible to make a best effort to have representation from each of the three primary membership groups.

REPORTS

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

AMENDIING THE CHARTER

The Charter may be amended at any time by a vote of the Committee and approval of the CAI-CV Board of Directors.

ANNUAL REVIEWS

The members of the Business Partner Committee will review the Charter annually, and changes are subject to the approval of the CAI-CV Board of Directors.

At the end of the year, the committee will review the budget, Advertising & Marketing Plan and will make a report to the Awards Committee regarding members' time and tasks for consideration when choosing Chapter Award recipients.