



## **Education Committee Charter**

### **Committee Purpose:**

The committee provides educational opportunities at Trade Show Expos and In-Person education events. The committee also provides webinars or educational opportunities as needed for pertinent topics that are deemed necessary for managers to learn. Education should at a minimum include credits required to maintain certification.

### **List of Activities the Committee Performs:**

- Plans education programs of varying length throughout the year, with both general and region-specific topics.
- Plans potential shorter education sessions and/or webinars as needed throughout the year
- Reviews applications and selects speakers and subjects for the expo and webinars
- Assists with registration at events.
- Follows up with speakers to obtain bios, presentation outlines and copies of power point presentations
- Creates and submits a budget to the Board of Directors and manages revenue and expenses per the budget guidelines
- Assess needs and provides opportunities for manager training as needed
- Operates under the direction of the Board of Directors by executing goals and objectives of the Strategic Plan
- Plans and implements CMCA Review classes as needed

**Committee is Recommended for Members Who:**

- Will actively participate in planning and execution of quality education
- Take ownership of responsibilities in obtaining speakers and who are organized for proper follow up
- Understand the educational needs of the association members
- Adhere to deadlines and manage communication of deadlines to speakers and staff
- Will participate in brainstorming and think out of the box when reviewing speaker options
- Will promote and share CAI social media and marketing pieces to increase attendance at events
- Understand the career paths and opportunities of a community manager
- Will actively participate in creating opportunities to bring in new managers and advance the careers of existing managers

**Time and Responsibilities Commitment:**

- Attend monthly meetings via zoom
- Meetings typically last 60 minutes
- Follow up for program planning to coordinate each program, develop topics, find speakers, create bullet points, conduct conference calls with speakers, gather materials, and adhere to all deadlines
- Identifying & attending opportunities to educate the public about the community association management career and the advancement opportunities available to existing managers.
- While not required of every committee member, it is expected that several committee members attend the events to support the office team and make sure everything runs smoothly