**OUTREACH COMMITTEE Charter**

**Purpose:** The Committee’s primary function will be the fostering of members of CAI-OR to use their skills and knowledge to support charities or other philanthropic endeavors which may also benefit the Community Association industry or communities where we live and work.

**Mission Statement:** CAI-OR’s Community Outreach Committee strives to provide programs and services that enhance the Community through partnerships that support the overall quality of life for Residents living in Oregon.

**Responsibilities:** Recommend Community Outreach Events that can foster the skills and knowledge of our members to the CAI-OR Board of Directors; encourage CAI-OR members to dedicate their time, monies, skills and knowledge to the activities approved by the CAI-OR Board of Directors for participation.

1. Adhere to the budget, if any, established by the CAI-OR Board of Directors;

 2. Recruit sponsors to offset the cost of events/community outreach;

 3. Plan and oversee event activities;

 4. Establish/implement guidelines for a Scholarship Program for Community Association Managers, Community Associations and/or an Internship Program.

**Membership:** The Community Outreach Committee shall be composed of at least two (2) members and no more than twenty (12) primary members of CAI-OR who shall be Members in good standing throughout their term of office. Committee members may serve on the Committee as long as desired, provided there is not a waiting list to join the committee. In this event, membership on the Committee will be limited to five years. One Committee Member shall be the liaison to the CAI-OR Board of Directors as required.

**Leadership:** Committee Chair/Co-Chairs shall be elected annually, by the Committee, at the first planning meeting of the year, and serve for a term of one (1) year, not to exceed five consecutive terms.

**Attendance:** Any Committee Member with three (3) consecutive absences from Committee meetings may be removed. The Committee may appoint a successor to fill the vacancy for the remainder of the term.

**Experience:** None required.

**Quorum:** The Committee shall not make decisions with no less than a quorum (majority) of the members of the Committee.

**Meetings:** The Committee shall schedule meetings on a monthly basis, or as needed.

**Budget:** The Committee will develop a budget on an as-need basis. The majority of initiatives will be funded by sponsorship.

**Reporting Requirements:**

 The Committee will prepare written minutes of each meeting which will be reviewed and approved at the next Committee Meeting. Updates shall be provided to the Chapter Executive and/or the Board of Directors as requested

**Reports To:** CAI-OR Board of Directors