

# THE MICHIGAN CHAPTER OF THE CAI

## Golf Committee Charter, Policy, and Guidelines

**Approved:** February 5, 2012

**Revised:** March 24, 2026

**General:** The Golf Committee (“The Committee”), under the direction of the Chapter Executive Director (“CED”), assists the Chapter with planning and organizing the annual golf outing. This outing is open to Sponsor and Membership guests. Such events generate revenue for the Chapters’ work. Guidelines for the role of the committee have been approved by the BOD and are listed below.

**Purpose:** Networking events provide the opportunity to casually meet the new and reunite with the current CAI members. Relationships are established with members; all of whom help build unity and success of the Chapters work.

### **Qualifications:**

1. The Golf Committee shall be composed of no more than nine (9) CAI Michigan Chapter members, including one (1) Chairperson. Four (4) Business partners and Five (5) Management Company/Manager/Homeowner Leader members or Five (5) Business Partners and Four (4) Management Company/Manager/Homeowner Leader members. Only one representative from each company shall be eligible to serve on the Golf Committee at any one time.
2. Automatic Resignation. A Committee member who misses two (2) consecutive meetings in one year for the Golf Committee, for any reason, is considered to have resigned, except in cases of illness or previously scheduled with CED/Chair in which event the Chair may, in its sole discretion, waive the automatic resignation requirement.

### **Committee Responsibilities and Duties:**

1. The President of the Board appoints the Board’s Liaison and the Golf Committee Chair.
2. The “Committee Chair” reports to the CED for operations.
3. The Membership of the Committee is appointed by the Committee Chair.
4. The Committee Chair is responsible to:
  - a. Schedule committee meetings as needed for the annual event planning.
  - b. Provide the CED with committee meetings schedules, agendas, and minutes. The CED will schedule the phone conferences or virtual meetings 7 days prior to the meeting.
  - c. Appoint a designee in their absence.
5. The Committee Membership, under the guidance of the Chair, is responsible for the following duties:
  - a. Organize and propose a plan for the outing needs, i.e., location, date, schedule, food, drinks, cost, awards.
  - b. Present to CED a drafted budget to review and present to the BOD for review and approval by September 30<sup>th</sup>.
  - c. Organize Marketing materials for the magazine, website, newsletter, and social media.
  - d. Assist with marketing sponsors and golfers.
  - e. Encourage members to serve as volunteers for the event. Recruit volunteers as needed.

- f. Select a committee member to take meeting minutes. Forward minutes to the CEC for review and forwarding to the BOD. Upon approval circulate the minutes to the committee for review.
- g. Provide the CED with all golf updates to be posted on the chapter's website.
- h. The Board's Liaison presents an update for the BOD's general meeting.
- i. The BOD reserves the right to provide suggestions and approval for the awards.

**Funds Management:**

The Committee Chair or designee is responsible for the evaluation of financial needs as follows:

1. Base budget needs on prior year(s) and projected expenses for the next year's event.
2. Have draft budget and sponsorship recommendations ready for the CED to review by September 30th of the current year.
3. Work with the CED to track Committee expenditures to ensure compliance with the budget set.
4. Financial and legal action for any reason including signing contractual services, borrowing money, etc. is the responsibility of the CED and BOD.

Signature: 

Date: 3-24-26