

CAI-IL

Volunteer Opportunities

So you are a Member of CAI-IL... Now What?

Get involved with any of the Chapter's activities. You will get the most out of your membership if you put time into helping our committees stay active and innovative. Some of the personal and professional rewards you will receive are:

- You will be recognized as a contributor to the community association industry.
- You will have opportunities to network with industry professionals in the Chicagoland area.
- You will have the chance to shape the future of the community association industry.
- You will earn points toward CAI professional designations.
- You will develop leadership skills in an area of interest to you, and possibly earn a future spot on CAI-Illinois' Board of Directors.

Fill out the attached form and submit to the Chapter Office using the information below.

Applications will be processed on a quarterly basis starting in March



CAI- Illinois Chapter
Attn: Diana Lane
1821 Walden Office Square
Suite 100
Schaumburg, IL 60173
Phone: 847-301-7505
Fax: 847-301-7507
Email: Dianal@cai-illinois.org

CAI-IL Committee Descriptions

CAM Mentoring - The CAM Mentoring Committee is an advisory group of experienced individuals designated as Professional Community Association Managers (PCAM) that provides initial exam preparation and guidance during the PCAM, AMS, and CMCA designation process. The group also mentors managers through the state of IL licensing process. The committee provides networking opportunities by maintaining an and planning in-person events, reviews the accreditation process, as well as monitors PCAM, AMS, and CMCA exam completion rates. The committee also assists the Membership Committee in monitoring membership retention rates for community association managers within the Chapter. Members of the CAM Mentoring committee conduct a CMCA review course quarterly in the months following the M-100 course.

Conference and Exposition Committee - Responsible for selecting the location and theme, developing sponsorships, advertising, recruiting exhibitors and attendees, volunteer coordination as well as overall management & promotion of the event. Monthly meetings and event attendance are required.

Conference & Legal Forum Education - Development and promotion of educational programs that will be held yearly. Responsibilities include coordinating each program, developing topics, finding speakers, creating bullet points, conference calls with speakers, gathering materials, and attending the program if necessary.

DCAL Committee - Responsible for designing, creating and implementing the DCAL program. DCAL (Dedicated Community Association Leader) is a recognition program for Homeowners and Board members who attend 7 courses, and fulfill other DCAL requirements. The committee works to guide DCALs through the process and helps recognize them for their efforts. Meets monthly in person.

Finance Committee - The Committee's purpose is to assist the Board in its oversight of the financial affairs, including the financial condition, financial planning, budgeting, and other significant financial matters. Meets monthly at the chapter office.

Fundraising Committee - The Fundraising Committee conducts events and programs to raise funds on behalf of the Illinois Legislative Action Committee (ILAC) for lobbying purposes. The committee also develops plans for other fundraising events which may benefit scholarship funds.

Golf Committee - Coordinates and promotes the Annual Golf Outing. Responsible for selecting the location, developing sponsorships and contest opportunities. Attendance at 5-6 meetings and assistance on the day of the event with set-up, tear-down and registrations is mandatory.

Helping Hands Committee - This committee will not have regular committee meetings but will be called upon to help with special projects for events. For example: stuffing binders and invitations or helping with registration for certain events.

Homeowners Forum Committee - Creates a forum for the homeowner members of CAI to meet and discuss relevant and timely community association topics. The Committee Members will help plan and set up locations, dates, panelists, and specialty topics. Meets quarterly at the chapter office with conference calls in between.

Illinois Legislative Action Committee (ILAC) - Responsible for identifying legislative issues of importance to common interest communities. This includes local, regional, statewide, and federal legislation. Monitors legislation and helps the Chapter set specific issue priorities. Potential ILAC Committee Members are added on a yearly basis and must be recommended to the ILAC Committee by the CAI-IL Board of Directors and be accepted by CAI-National.

Magazine Committee - Identifies authors and articles of national and local importance in the Chapter's award winning quarterly magazine, *Common Interest*. The committee may write articles, edit and proofread the magazine and decide the format and themes of future issues. Meets in person twice per year. Edits articles and communicates via email in between.

Marketing / Communications Committee - Responsible for communication with other CAI Illinois committees to identify opportunities to increase participation and overall promotion of Chapter events and services. Writes press releases, assists in preparation of advertising and looks for other media opportunities that will allow for increased awareness of the Chapter. Meets monthly at the chapter office.

Membership Committee - Responsible for finding new ways to recruit members for the Illinois Chapter using membership campaigns, drives, and membership orientation. Members will be responsible for calling new and expired members and may be required to attend CAI's Conference & Expo along with other industry Tradeshows. Meets monthly.

Membership Directory Committee - Responsible for data assembly and proof reading of the annual Chapter Membership Directory. Meets in the spring to edit and review directory layout.

Program Committee - 2 Committees Downtown & Suburb Focused- Development and promotion of educational programs that are timely topics in the community association industry, while meeting the requirements for state of Illinois Manger licensing. Responsibilities include coordinating each program, developing topics, finding speakers, creating bullet points, conference calls with speakers, gathering materials, and attending the program. Meets quarterly at the chapter office, with conference calls in between.

Social Committee - Plans socially engaging networking events that allow membership to foster the development of strong business and personal relationships to better serve our communities. Activity planning includes a summer social event, volunteer leadership recognition at the Excellence Awards and Winter Gala, and other networking events in conjunction with Chapter growth. Requires interest to make a difference with commitment to take action by attending meetings and events. Meets monthly.

CAI-IL Volunteer Application

Please PRINT clearly

Date: _____ CAI Membership #: _____

Name: _____

Company Name/Association: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Reason for Volunteering: _____

Hours Available to Give per Month: _____ per Year: _____

Interests or Talents: (please check the top 3 that apply)

- | | |
|--|--|
| <input type="checkbox"/> Web Design | <input type="checkbox"/> Press Release Preparation |
| <input type="checkbox"/> Phone Calls | <input type="checkbox"/> Creating Education Programs |
| <input type="checkbox"/> Planning Events | <input type="checkbox"/> Attending Networking Events |
| <input type="checkbox"/> Talking to People | <input type="checkbox"/> Editing Articles |
| <input type="checkbox"/> Materials Preparation | <input type="checkbox"/> Working with Vendors |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Event Set Up / Take Down |
| <input type="checkbox"/> Writing Articles | <input type="checkbox"/> Speaking / Presenting |

Working Style: (please rank in order)

____ Idea Person - Someone who never stops thinking, is described as creative, offers solutions to problems, but prefers others to execute.

____ Leader - Someone who can organize people, keep deadlines, communicate with the group and office, and manage a group to get the job done.

____ Task oriented person - Someone who will do anything to get the job done but wants to be told what to do, someone who meets deadlines and likes to check things off of lists.

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