

**CAI New England Chapter**

**CEO-MC Committee**

**Mission Statement**

**APPROVED CAINE BOARD October 14, 2025**

**Committee Name**

CEO-MC Committee

**Mission Statement**

The CEO-MC Committee serves the CAI New England Chapter community of management company owners and senior management company executives in advancing industry best practices and professionalism.

**Goals & Objectives**

Committee members will support and promote the sharing of ideas to elevate industry standards, advance the knowledge of management company decision makers and elevate management services.

**Chair/Co-Chairs**

- Committee Chair/Co-chairs will schedule at a minimum quarterly meetings of the committee and prepare meeting notices and agendas for distribution to committee members prior to the meeting date.
- Working with chapter staff and committee members, Committee Chair/Co-chairs will be responsible for submitting an annual committee budget for the next fiscal year to the CAI-NE Executive Committee in time for final approval by the CAI-NE Board at their November meeting.
- Committee Chair/Co-Chairs will be responsible to ensure that committee programs/events adhere to all chapter policies, procedures, and approved budgets.
- Committee Chair/Co-Chairs will be responsible for overseeing the work of the committee.
- Committee Chair/Co-Chairs will report committee updates to the CAI-NE Board as and when requested.

**Committee Size and Member Criteria**

- The committee term will run January 1<sup>st</sup> thru December 31<sup>st</sup> and there will be no limit on the number of total members who can serve on the committee each year.
- Members of the committee must be affiliated with a CAI-NE management company member with a current management company (MGMT) membership and be in good standing.
- Members of the committee will be management company owners or company decision makers who are part of the company's senior condominium management team.
- Only 1 member from a management company can serve on the committee at any given time.
- Committee membership is open to CAI-NE members in all chapter states who meet the above committee member criteria.

## **Committee Fees and Appointment**

### ***Committee Member Appointment and Fees***

- CAI-NE members who meet the above committee member criteria will submit an application to the chapter president requesting appointment to the committee. The committee term and appointment will run for one year from January 1 to December 31.
- There will be no cost to serve as a member of the committee, however, in-person meeting expenses may be charged to those attending any meeting held in-person.

### ***Chair/Co-Chair***

- Committee Chair/Co-Chairs will be appointed on an annual basis by the incoming chapter president following the chapter's annual meeting in November and before December 1<sup>st</sup>.
- Committee Chairs/Co-Chairs shall have served at least one year as a committee member before being appointed Chair/Co-Chair of the committee.

## **Meeting Attendance & Participation**

- The committee will meet at least quarterly via zoom and/or in person. Members will be expected to attend and participate in all virtual meetings of the committee.
- Members will be encouraged to attend in-person meetings (if any).
- If a committee member has 2 meeting absences (including virtual and in-person meetings), such committee member shall be deemed to have resigned as a committee member, provided, however, the committee by majority vote may waive this provision in particular cases.
- Members will be expected to participate in virtual meetings of the committee with video cameras on for the duration of the meeting.
- Members will be responsible for submitting prior to each meeting date an agenda topic for discussion at the next meeting.



# CEO-MC Committee MEMBER APPLICATION

## January 1<sup>st</sup> – December 31<sup>st</sup>

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### ***Committee Member Criteria***

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- Only 1 member from a management company can serve on the committee at any given time.
- Committee members must be affiliated with a CAI-NE management company member with a current management company (MGMT) membership and be in good standing.

**Name** \_\_\_\_\_

**Management Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**I have read and understand the CAI New England Chapter, CEO-MC Committee Mission Statement and meet the committee member criteria stated above.**

**Signature** \_\_\_\_\_

*Please email or mail this application to:*

CAI New England Chapter | 888 Worcester St | Wellesley, MA 02482 | [ccarini@caine.org](mailto:ccarini@caine.org)

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