

## **OREGON CA DAY COMMITTEE CHARTER**

- Mission Statement and Purpose:** To develop an educational, informational, and engaging member event providing elements of networking, professional development, resources and educational development for the ORCAI Chapter membership.
- Responsibilities:**
1. Recommend a location and Keynote speaker (if any) to the Board of Directors.
  2. Adhere to the budget established by the Board of Directors as closely as possible.
  3. Recruit sponsors to help offset the costs of the event.
  4. Recruit exhibitors for the Trade Show.
  5. Select speakers for the educational seminars.
  6. Plan and oversee event activities, including registration and educational seminars.
- Membership:** The CA Day Committee shall be composed of no more than 15 members of the ORCAI who shall be members in good standing throughout their term of office. One committee member shall be a member of the Board of Directors, and shall act as a liaison between the Committee and the Board. 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.
- Quorum & Voting:** A quorum shall consist of 5 members of the committee, including the Chairman and Board Member Liaison. All members of the committee including the Board Member Liaison but excluding the Chairman shall have an equal vote on all issues brought before the committee. In the event of a tie, the Chairman shall have the deciding vote.
- Leadership:** The Committee Chairman, Co-Chairman and Secretary shall be elected at the first planning meeting of the year, and serve for a term of one year, not to exceed five consecutive terms in any one position. There will be no nomination process or campaigning. A candidate must be elected by a majority of those present. The current committee Chairman and Board Member Liaison (if present) shall participate in voting for Chairman, Co-Chairman and Secretary.
- Attendance:** Any committee member with three absences from committee meetings in any 12-month period may be removed at the discretion of the Committee. The committee may appoint a successor to fill the vacancy.
- Speaker Selection:** CA Day Committee Members who have submitted proposals for educational sessions or who are primary speakers for a proposed seminar will excuse themselves from discussion and voting on their proposal, or competing proposals. It shall be clearly understood that the primary criteria for selecting educational sessions is the quality of the proposed seminar, not the speaker and/or company submitting the proposal; and proposals submitted by or involving committee members will not receive preferential consideration.
- Attendance is required at a minimum of two of the three meetings prior to the speaker selection meeting in February, to be eligible to participate in the selection of the educational seminars.
- Experience:** None required.
- Meetings:** The committee will schedule meetings on a monthly basis, or as needed.



**Reporting Requirements:**

The Secretary will prepare written minutes of each meeting which will be reviewed and approved at the next committee meeting. Updates shall be provided to the CAI Journal and/or the Board of Directors as requested by the Board of Directors and/or the Chapter Executive Director.

**Reports To:**

The Board of Directors.