



2026 CAI Alabama Committees & Councils

Committee & Council Guidelines and Policies

Membership

- Active CAI Alabama membership is required for the entire duration of a committee or council term.
- If a member's CAI Alabama membership lapses and is not renewed within 30 days, the member will be removed from the committee or council.
- Members may serve on no more than two committees simultaneously.
- No more than two members from the same company may serve on the same committee or council at the same time, unless approved by the Board.

Committee and Council Capacity, Selection, and Terms

- Committees and councils should have a minimum of seven members, unless otherwise specified.
- All members will have the opportunity to express interest during the annual open call for committee participation.
- While there is no fixed term limit, members must reaffirm their participation annually by acknowledging the Committee and Council Guidelines and Policies.
- Committee and council chairs are appointed by the Chapter President and serve a two-year term.

Attendance Policy

- Committee and council members are expected to attend at least 75% of scheduled meetings.
- A member who misses 3 meetings, or more than 25% of scheduled meetings, will automatically forfeit their committee or council position.
- If a member cannot attend a meeting, advance notice should be provided to both the Committee/Council Chair and the Chief Executive Director (CED).

Standards of Conduct

Members are expected to uphold professional and ethical standards at all times when serving on the committee or council or representing the chapter at meetings, programs, or events. Any behavior that could harm the chapter's reputation, breach confidentiality, or result in financial loss may be reviewed by the Board or Committee/Council Chair and could result in removal from the committee or council.



Committee and Council Members

Committee and council members play a key role in supporting the success of their group and the chapter. Members are expected to:

- Attend scheduled meetings regularly and actively participate in discussions.
- Contribute ideas, complete assigned tasks on time, and communicate progress or challenges to the Chair and fellow members.
- Support the committee/council's goals and mission.
- Collaborate respectfully with fellow members to foster a positive and productive environment.
- Engage with CAI Alabama on social media (Facebook, Instagram, LinkedIn) by liking, commenting, or sharing posts.
- Attend chapter events whenever possible and represent the chapter professionally.
- Promote chapter events or sponsorship opportunities to colleagues, clients, and partners, encouraging participation and membership.

Committee and Council Chairs

In addition to the responsibilities of regular members, chairs are responsible for providing leadership and ensuring committee or council effectiveness. Chairs are expected to:

- Schedule meetings (Zoom or in-person) and send invitations to members.
- Prepare meeting agendas, submit them to the CED for review, and distribute finalized agendas to members in advance.
- Assign a member to take minutes and ensure distribution to all members and the CED within three days.
- Encourage active participation and guide discussions to fulfill the committee/council's purpose.
- Monitor attendance and member engagement, following up as needed.
- Track progress on action items and delegate tasks between meetings.
- Attend quarterly meetings with the Board and other committee chairs to coordinate efforts and share updates.
- Provide an end-of-year summary report outlining accomplishments, challenges, and recommendations.
- Maintain regular communication with the CED.