

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name:	Community
Type of Committee:	Standing Committee
Focus:	Outwards
Accountability:	Executive Board
Ex-Officio:	National President
Membership Composition:	Standard National Committee Reference
Meetings:	Standard National Committee Reference
Staffing:	Standard National Committee Reference

Purpose/Mandate:

The Community Committee creates and manages programs (“Activities”) that have members of CCI (“Peers”) interact with each other directly. Such Activities are to deliver value, while creating a strong bond between Peers:

- (f) Develop Peer to Peer Interaction
 - To create Peer to Peer Activities based on in person interaction
 - To create Peer to Peer Activities based on virtual or technology assisted interaction

- (g) Development of a meaningful educational series to answer needs of condo boards and industry professionals
 - Develop a database of Chapter seminars (seminars/workshops/lunch ‘n learns)
 - Make available to all Chapters to facilitate sharing of information on topics and presentations which have been developed
 - Survey Chapter Education Chairs to determine educational needs on a Chapter level and how the committee can assist
 - Provide training and framework for education
 - Create 1 to 2 National Seminars per year to present either in-person or via webinar

- (h) National Newsletter Content
 - Production and distribution of regular national newsletter to Chapters in electronic or hard copy format
 - Encourage submission of Chapter event/recognition photos and articles for National newsletter to highlight Chapter success and member achievements
 - To annually review all communications/newsletter policies and practices
 - To review the newsletters produced by the Chapters
 - Award H. Penman Smith Award to one or more chapters at the annual national awards banquet

2018 Identified Priorities:

These priorities do not constitute part of the Terms of Reference, but outline the current priorities of the committee, in conjunction with the purpose/mandate of the committee. These are expected to be reviewed and updated yearly by the National Executive.

1. To integrate the CondoStrength program into this committee
2. To Develop two national seminars each year (person or web distributed)
3. Provide Training and Chapter Frameworks for peer to peer activities and non-accredited activities (luncheons, seminars, speakers, etc.)
4. The creation of a National community made up of owners, boards, professionals and business partners where CCI is the facilitator, both IRL and web.
5. Redefinition and circulation of the Newsletter of the Year criteria and judging process
6. Investigate the use of webinars for outreach to areas without current course availability