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Statement of Expectations - Chapter Board of Directors

The Keystone Chapter of Community Associations Institute has adopted this Statement of Expectations for Members of the Chapter Board of Directors. Each board member is required to sign this statement on an annual basis.

Membership

Members of the Board are expected to remain a member in good standing of CAI and the chapter, as defined in the chapter by-laws, throughout the course of his or her term on the board of directors.

Conflict of Interest

Chapter board members shall comply with the conflict of interest policies adopted by the Board of Trustees and stricter policies as may be established by the Chapter.

Meeting Attendance

Each Director shall attend at least seventy-five percent (75%) of the meetings called by the President annually.

Program Participation

Each Director shall also attend, or be otherwise involved in the planning of, at least one (1) program of the Chapter annually other than the annual meeting of the members, actively participate on a committee of the Chapter established in accordance with these Bylaws, or contribute to the Chapter newsletter. Each Director shall be bound by the Conflict of Interest policy established by the chapter. Each Director shall be assigned to serve as a liaison to at least one (1) Committee. Each Committee Chair will be required to submit a report to the Chapter Executive Director not less than ten (10) days before the Chapter meeting ("the report deadline") so that the report can be included in the Director's meeting packet. The Committee Liaison shall facilitate the submission of the report from the Committee Chair to the Executive Director.

Resignation or Removal

Any Director may resign by presenting a written resignation to the President or Secretary, and such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of receipt thereof by the President. Any Director unable to attend a duly called meeting of the Board of Directors shall advise the President as to the reason for the absence. If a Director has three consecutive absences from duly called meetings of the Board of Directors without the Board excusing such absences, such Director shall be deemed to have resigned as a Director; provided, however, that the Board of Directors may waive this provision in particular cases. A Director may be removed from office, with or without cause, by a majority vote of the Members; provided, however, that such Director shall be afforded an opportunity to be heard, either orally or in writing, prior to any such action.

Reimbursement of Expenses

No Director shall be compensated for serving as a Director; provided, however, that the Board of Directors may reimburse any Director for reasonable out-of-pocket expenses incurred as budgeted and authorized by the Board of Directors.

Name: _____

Signature: _____ Date: _____