

## **Committee Name: Community Outreach**

### **Committee Purpose:**

The purpose of the Community Outreach Committee is to demonstrate the chapter's commitment and involvement in bettering the Orange County community through partnering with local non-profit organizations.

### **Committee Duties:**

1. Hold quarterly non-fundraising outreach events, which committee members are expected to attend.
2. Contact appropriate non-profit charitable organizations that the committee believes CAI-OCRC members may be interested in being involved in and submit proposed events to the CAI Board of Directors.
3. Make arrangements with the agencies approved by the CAI Board and publicize and coordinate volunteer efforts. Provide write-ups to the Public Relations Committee to be used to promote the events with the local press agencies.
4. Reach out to chapter members to notify them of current committee events.
5. Brainstorm on new potential charities to partner with.
6. Submit recap articles to the Publications Committee within 7 days after each event.

### **Committee Calendar:**

The committee meets monthly on the 4<sup>th</sup> Tuesday at 2:00 pm.

### **Committee Capacity and Attendance Policies:**

The committee has voted and the CAI Board of Directors has approved that the maximum number of committee members shall not exceed 25. (7/2/2012)

Committee members are permitted to miss 3 meetings per calendar year. If a member misses more than 3 in a calendar year and there is a waiting list, that member is advised they will be added to the waiting list. After the 2<sup>nd</sup> missed meeting an email will be sent to that committee member reminding them of the attendance policy by a committee chair.