



**COMMITTEE:** LAW SEMINAR ADVISORY COMMITTEE (LSAC) (CEO Committee)

**TERM OF APPOINTMENT:** One Year (April through March)

**ACCOUNTABILITY:** CACM President & CEO, Committee Chair, CACM Staff Liaison

**CHARTER:** To drive the organizing, planning, and implementation of the Annual Law Seminars to achieve a quality educational program for California community managers, consistent with the high standards of CACM. Committee members will serve as Session Coordinators and will be organizing an assigned Law Seminar Panel and its subsequent presentation materials.

## **COMMITTEE COMPOSITION**

1. The LSAC shall consist of up to 23 members
  - 1 Chair (Manager member)
  - Up to 11 CACM Manager members.
  - Up to 11 CACM attorney members
2. Appointees shall be appointed for a one year term by the President & CEO or his liaison staff member.
3. Manager members of the LSAC shall be Certified Community Association Managers (CCAM).
4. LSAC members must be an active CACM member in good standing.
5. All members of the LSAC shall be eligible to contribute to any aspect of the Committee's activities.
6. A member of the LSAC may be asked to resign from the Committee should the member not be able to fulfill the duties and responsibilities as required.

## **ROLES & RESPONSIBILITIES**

1. Participate in all monthly Law Seminar Advisory Committee meetings.
2. Ensure that all deadlines identified in the Law Seminar Preparation Timeline are met.
3. Serve as a Session Coordinator for at least one Law Seminar breakout session at each of the Law Seminars.
4. Brainstorm, isolate and define breakout session topics and make recommendations to the CACM Education and Credentialing Team.
5. Review breakout session outline drafts and provide feedback.

## **SESSION COORDINATOR ROLES & RESPONSIBILITIES**

1. Write and submit a clear description, including title and learning outcomes of session for marketing purposes.
2. Assist the CACM and Credentialing Team in the call for panel speakers for all Law Seminars.



3. Ensure that **all (Nor Cal and So Cal)** panel speakers contribute to the development of the session PowerPoint and supporting handouts.
4. Communicate any needs, challenges or questions regarding the process to the Committee Chair.
5. Review the draft PowerPoint **before** it is forwarded to the CACM Education and Credentialing Team.
6. Insure final presentation materials are submitted to the CACM Education and Credentialing Team in a timely manner and in the format needed (Note: some computer systems, such as Apple, are not fully compatible with PCs and we may have translation problems. CACM will develop an all-event standardized slide template for ALL presentations.
7. Assist and coordinate communication between speakers to assure continuity of the program and determine needs of the presenters.
8. Provide final PowerPoint to the CACM Education and Credentialing Team as defined by the established Law Seminar Preparation Timeline.
9. Practice several “dry runs” on PPT with both Nor Cal and So Cal speakers.
10. Coordinate with the CACM Education and Credentialing Team on logistical needs of speakers, including room size, WiFi, microphones, podium, lighting, sound, any special needs, etc.

#### **CHAIR'S ROLES & RESPONSIBILITES**

1. Take lead in all Committee meeting teleconferences.
2. Oversee the roles and responsibilities of all Committee members.
3. Establish Committee's meeting schedule.
4. Work with the CACM Education and Credentialing Team liaison to establish the Law Seminar Preparation Timeline at least ten (10) months prior to first seminar.
5. Prepare meeting agenda and minutes of each meeting with the assistance of Staff liaison.

#### **TIME COMMITMENT**

1. Time needed to fulfill duties defined for the Session Coordinator.
2. Participate/attend in monthly committee meetings (typically the second Tuesday of each month via teleconference at 8:30 am).
3. Attend any additional volunteer meetings/activities as needed to complete task(s).

**STAFF LIAISON:** CACM Director of Education and Credentialing