



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

TERM OF APPOINTMENT: 10 Months (June through March)

ACCOUNTABILITY: CACM CEO, 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 26 CACM manager members.
2. Appointees shall be appointed for a one-year term by the CEO or his liaison staff member.
3. Manager members of the LSAC shall be Certified Community Association Managers (CCAM), Community Association Financial Managers (CAFM), Community Association Manager Executive (CAMEX), or Master of Community Management (MCAM).
4. LSAC members must be an active CACM manager 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 required.

ROLES & RESPONSIBILITIES

1. Participate in Law Seminar Advisory Committee meetings, as needed.
1. Brainstorm, isolate and define breakout session topics and outcomes and make recommendations to the CACM Team.
2. Serve as a Session Manager/Liaison for at least one or two Law Seminar breakout session panels.
3. Set-up and attend breakout panel online meetings (discussions, practice runs - etc.)
4. Ensure that panel speakers contribute to the development of the session PowerPoint outline, PowerPoint presentation and session handout(s) to assure continuity of the program.
5. Ensure timely submission of breakout panel meeting notes, PowerPoint outline, PowerPoint presentation, and session handout(s).
6. Regularly communicate with the assigned CACM Education Event Coordinator with any needs, challenges or questions regarding the process to the CACM Team to ensure timely preparation and submission of PowerPoint outlines, PowerPoint presentations and session handouts.
7. Communicate status reports at committee online meetings, as needed.



TIME COMMITMENT

1. Time needed to fulfill duties defined for the Session Liaison.
2. Actively participate/attend in committee meetings.
3. Attend any additional volunteer meetings/activities as needed to complete task(s).

STAFF LIAISON: CACM Education Event Coordinator