

# **CAI GREATER HOUSTON CHAPTER LEGACY AWARD**

The **CAI Greater Houston Chapter Legacy Award** recognizes individuals who have a minimum of two decades of extraordinary long-term involvement and service to the community association profession in the Greater Houston Area. The recipient will have a recognized level of significance and professional influence as a CAI instructor, leader, researcher, and has exemplified a devoted passion to advancing the community association profession. This award is typically presented at or near the recipient's retirement from the community association profession.

## **ELIGIBILITY**

1. Nominees must hold a CAI designation.
2. Nominees must be an active member of the CAI Greater Houston Chapter, and have shown a commitment to the organization as a volunteer, instructor, financial contributor, and/or event attendee.
3. Nominees will be evaluated based upon contributions in the following areas:
  - Among the most important qualities are inspiration, leadership and quality of contributions and the impact on the professional growth of community association managers and demonstrated leadership to community association volunteer leaders;
  - Advancement of the profession of community association management and governance, can be documented in terms of the following examples but not limited to: contributing to the development of CAI Standards, serving at the forefront of policy and/or legislative changes, advancing interprofessional education, and significant contributions in community association education and research that lead to improved delivery of content for new and seasoned professionals;
  - Leadership/Service to CAI: Sustained service/leadership to CAI National and the CAI Greater Houston Chapter;

## **NOMINATION PROCEDURE**

1. Nominations will be brought forth by members of the Board of Directors, but recommendations may be made by any CAI Greater Houston Chapter member, including self-nominations and are encouraged from management company staff, community association volunteer leaders, business partners, and other leaders/influencers within the community association profession.

2. Any CAI Greater Houston Chapter member intending to recommend a nomination must submit a full dossier to be received by CAI Greater Houston no later than the end of February of each year. The dossier's contents shall be presented to include the following separate sections, each beginning on a new page:
  - Cover letter from the nominator summarizing the nominee's qualifications and commitment to the CAI Greater Houston Chapter;
  - Resume or biography detailing education, appointments, activities, memberships, awards and honors, and other relevant data;
  - Reflection on contributions to instruction;
  - Reflection on contributions to the advancement of the community association profession;
  - Reflection on contributions to leadership/service to the CAI local and/or national organization;
  - Reflection on evidence of research and creative programming; and
  - An additional three letters of support with reflections on the nominee's contributions including those endorsements from individuals outside of the nominee's company.

## **SELECTION PROCEDURE**

1. Dossiers will be screened for completeness by staff upon receipt. If time permits, staff will notify nominators of missing items. Applications that are incomplete at the deadline for submission will not be evaluated.
2. The CAI Greater Houston Chapter Board of Directors will serve as the Legacy Award Selection Committee and will conduct peer review of nominations in light of the established criteria for the award.
3. At the conclusion of the evaluation process, the CAI Greater Houston Chapter Board of Directors will select and notify a single recipient.
4. The CAI Greater Houston Chapter Board of Directors will present this Award based on qualified applicants only and reserves the right not to present the Award on an annual basis.