Board Leadership Development Workshop

LEARN HOW TO BE AN EVEN MORE EFFECTIVE BOARD OF DIRECTORS.



Education for homeowner leaders just got better. The new CAI Board Leadership Development Workshop teaches you how to communicate with association residents, hire qualified managers and service providers, develop enforceable rules, interpret governing documents and more. It provides a comprehensive look at the roles and responsibilities of community association leaders and conveys information to help create and maintain the kind of community people want to call home.

Community association board members and volunteer leaders step up to take on positions of service and responsibility. They're expected to anticipate issues, solve problems, meet the expectations of their residents and protect property values.

The workshop will teach you how to become a more successful board member and how you can recruit and support new volunteers. You'll learn the role of the board, the president and other leadership positions, and you'll identify effective ways to work with professional managers and service providers.

The workshop consists of five modules:

- Module 1: Governing Documents and Roles & Responsibilities
- Module 2: Communications, Meetings and Volunteerism
- Module 3: Fundamentals of Financial Management
- Module 4: Professional Advisors and Service Providers
- Module 5: Association Rules and Conflict Resolution

COURSE MATERIALS

The workshop includes a toolbox of support materials:

- *The Board Member Toolkit*, a best-selling book from CAI Press
- *The Board Member Toolkit Workbook*
- Brochures and publications, such as *The Homeowner & the Community Association*
- A copy of CAI's award-winning *Common Ground*™ magazine

In addition to a toolbox of support materials, each student receives a certificate of completion and recognition on the CAI website.

Saturday, January 21, 2017
9:00 AM - 4:00 PM
Walden Yacht Club
13101 Melville Drive
Montgomery, Texas 77356
$65.00 CAI Member
$75.00 Non-Member

community ASSOCIATIONS INSTITUTE

CAMICB℠
Community Association Managers International Certification Board

FOUNDATION FOR COMMUNITY ASSOCIATION research

Board Leadership Development Workshop

Course Registration Information

IMPORTANT—ADVANCE REGISTRATION IS REQUIRED

COURSE OUTLINE:
The course covers:

- Module 1: Governing Documents and Roles & Responsibilities
- Module 2: Communications, Meetings and Volunteerism
- Module 3: Fundamentals of Financial Management
- Module 4: Professional Advisors and Service Providers
- Module 5: Association Rules and Conflict Resolution

You'll value the interaction with your facilitators and peers at the *Board Leadership Development Workshop*. You'll be able to ask questions, get detailed explanations and receive feedback. Plus, you'll take home tremendous resources to enhance your learning experience.

TOOLKIT
With your course registration, you will receive a complete toolkit of resources containing:

- *The Board Member Tool Kit*
- *The Board Member Tool Kit Workbook*
- *Community Association Leadership: A Guide for Volunteers*
- *Managing & Governing: How Community Associations Function*
- *The Homeowner & the Community Association* brochure
- *From Good to Great: Principles for Community Association Success*

RECOGNITION
Community leaders who complete the *Board Leadership Development Workshop* will receive a certificate of completion and recognition on the CAI website along with the name of their association and city and state.

Saturday, January 21, 2017
9:00 AM – 4:00 PM
13101 Melville Drive
Montgomery, Texas 77356

REGISTRATION FEES:
CAI Member: $65.00
Non-Member: $75.00

SEND APPLICATION AND PAYMENT TO:
Community Associations Institute
9525 Katy Freeway, Suite 303
Houston, Texas 77024

QUESTIONS:
Call – Chapter Office
713-784-5462

This class requires a minimum of 10 people. Please contact the Chapter office the day before the class to make sure we have met the minimum.

Board Leadership Development Workshop

SPACE IS LIMITED—RESERVE YOUR PLACE NOW!

_____ YES, I want to enroll in the following CAI workshop:

COURSE DATE: _____ LOCATION: _____

1. Complete information

NAME _____
TITLE _____
FIRM/ASSOCIATION _____
STREET ADDRESS _____
_____
CITY/STATE/ZIP + 4 _____
PHONE _____
E-MAIL _____

Sign up additional attendees from your association

(make additional copies as needed)

2. Calculate payment:

(Make check payable to _____)

Number of Attendees x Cost = _____ Total

_____ x _____ = $ _____

TOTAL ENCLOSED: $ _____

CHECK NUMBER: _____

CREDIT #: _____

EXP. DATE: _____

NAME: _____

3. Send application and payment to address above.
4. Register online at www.caihouston.org.

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