

SC: SUMMERVILLE EXPO • SEPT 18 • 8 AM - 7 PM



LOWCOUNTRY
CONFERENCE
CENTER

**Hilton Garden Inn
Summerville Conference**
406 Sigma Dr
Summerville, SC 29483



**RSVP
Required**

CAI BOARD LEADER CERTIFICATE COURSE (DO NOT HAVE TO CAI MEMBER)

NO CHARGE - RSVP REQUIRED

CAI Board Leader Certificate

If you live in a condominium, homeowners association, or housing cooperative, you know how important it is to have an effective governing board of directors. The CAI Board Leader Certificate is designed to provide a foundation for effective community association board leadership.

Whether you are an experienced board member or just thinking about getting involved, this certificate will help you become a more informed and effective leader.



CAI Board Leader Certificate

BECOME A MORE INFORMED AND EFFECTIVE BOARD



Course Learning Points

Whether you live in a condominium, homeowners association (HOA) or other type of community, the CAI Board Leader Certificate Course highlights what every board member needs to know to serve effectively. The course consists of five modules:

Governing Documents and Roles & Responsibilities. To start you on the right path, Module 1 helps you understand the legal authority for your association. It also clarifies the duties and responsibilities of each board member and the professionals who are available to assist the board.

Communications, Meetings and Volunteerism. Module 2 helps you learn how to maximize volunteer involvement in your community association by improving board communications, conducting effective meetings and building community spirit.

Fundamentals of Financial Management. Module 3 introduces the fundamentals of association financial management, including guidelines for protecting your association's assets, preparing a budget, planning for the future and collecting assessments.

Professional Advisors and Service Providers. Because putting together the right team to support your association can be challenging, Module 4 provides practical tips on finding, evaluating and hiring qualified professional advisors and service providers.

Association Rules and Conflict Resolution. Module 5 explores guidelines for making reasonable association rules, enforcing rules fairly and resolving conflict effectively.

CAI Board Leader Certificate Directory

Community leaders who complete the course will receive a certificate of completion and recognition on the CAI website.

PLUS:

- The Board Member Toolkit, a best-selling book from CAI Press
- The Board Member Toolkit Workbook
- CAI Board Leader Certificate Handout Packet
- Managing & Governing: How Community Associations Function, by Clifford J. Treese
- Community Association Leadership: A Guide for Volunteers
- A copy of CAI's award-winning Common Ground™ magazine

NO CHARGE - RSVP REQUIRED

**YOU DO NOT HAVE TO
CAI MEMBER**

In recognition of completing the program, you will be awarded an online certificate of completion and an opportunity to be listed on the CAI website with your name and city and state!

**REGISTER
NOW**

REGISTER & Info: www.cai-sc.org

*All items subject to
change without notice.*

CAI & NON-CAI BOARD MEMBERS AND MANAGERS - NO CHARGE