

BOARD LEADERSHIP DEVELOPMENT WORKSHOP

LEARN HOW TO BE AN EVEN MORE EFFECTIVE BOARD OF DIRECTORS

Formerly: "The Essentials of Community Association Volunteers Leadership Course"

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

SATURDAY, SEPTEMBER 19, 2015
HILTON GARDEN INN BWI
1516 AERO DRIVE
LINTHICUM HEIGHTS, MD 21090
410-691-0500

FRIDAY, NOVEMBER 6, 2015
EASTERN SHORE LOCATION!
THE CAPRI CONDOMINIUM
11000 COASTAL HIGHWAY
2ND FLOOR COMMUNITY ROOM
OCEAN CITY, MD 21842
301-395-7127

REGISTRATION FEES:
MEMBER - \$100
NON-MEMBER - \$135

TIME:
REGISTRATION: 8:30 AM - 9:00 AM
COURSE: 9:00 AM - 4:30 PM



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*TM magazine.



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

SPACE IS LIMITED - RESERVE YOUR PLACE NOW!

YES, I WANT TO ENROLL IN THE FOLLOWING **BOARD LEADERSHIP DEVELOPMENT** WORKSHOP:

COURSE DATE: _____ LOCATION: _____

1. Complete information Is your community self-managed? ___ Yes ___ No

Is your home in ___ MD or ___ DE

NAME: _____

TITLE: _____

FIRM/ASSOCIATION: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

Make your check payable to CAICRC

Number of attendees x Cost = Total

_____ x _____ = \$ _____

\$ _____

TOTAL ENCLOSED

2. Sign up additional attendees from your association

(make additional copies as needed)

NAME: _____

TITLE: _____

FIRM/ASSOCIATION: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

CHECK #

CREDIT CARD #

EXP DATE

NAME ON CARD

ADDRESS ON CARD

SIGNATURE

REGISTRATION FEES: MEMBER \$100 NON-MEMBER \$135

Please note: Verbal or faxed commitment obligates the participant to pay for the event if they choose not to attend unless cancellation is made 5 days prior to event. No-shows will be invoiced. No refunds for cancellations within 5 days of event are due to food guarantee.

QUESTIONS? CONTACT CHESAPEAKE CHAPTER CAI @ 410-540-9831 OR CONTACT@CAIMDCHE.S.ORG.

3. Send application and payment to the following address:

Chesapeake Chapter, CAI
1985 Fairfax Road
Annapolis, MD 21401