

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.



Board Leadership Development Workshop Registration Form



Class Details

Registration 8:00 am

Program is from 8:30 am to 5:15 pm with a break for lunch.
A continental breakfast and lunch will be provided.

Name: _____

Association: _____

Phone: _____

Address: _____

E-mail: _____

Member of CAI-Orange County Yes Member # _____
 No

Registration for Board Leadership Workshop

_____ Member Rate (before October 29th)
\$50 (Free for members if it is your 1st time attending this class)
_____ Non-Member Rate & Late Registration (After October 30th)
\$75

Enclosed is check or Charge my: Visa/MasterCard American Express

Cardholder: _____

Credit Card Number: _____

Expiration Date: _____ Verification Code: _____

Please fax or mail completed forms to:
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