

# BOARD LEADERSHIP DEVELOPMENT WORKSHOP

LEARN HOW TO BE AN EVEN MORE EFFECTIVE DIRECTOR

*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 too 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, MARCH 11, 2017**

**HILTON GARDEN INN BWI**

**1516 AERO DR.**

**LINTHICUM HEIGHTS, MD 21090**

**410-691-0500**

**SATURDAY, SEPTEMBER 16, 2017**

**HILTON GARDEN INN**

**8241 SNOWDEN RIVER PARKWAY**

**COLUMBIA, MD 21045**

**410-750-3700**

**FRIDAY, NOVEMBER 3, 2017**

***EASTERN SHORE LOCATION!***

**FENWICK INN**

**13801 COASTAL HIGHWAY**

**OCEAN CITY, MD 21842**

**410-250-1100**

**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*<sup>TM</sup> magazine.



*In addition to a toolbox of support materials, each student receives a lunch, snack and certificate of completion.*

## 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

\_\_\_\_\_

CHECK #

\_\_\_\_\_

CREDIT CARD #

\_\_\_\_\_

EXP DATE

\_\_\_\_\_

CVC CODE

\_\_\_\_\_

NAME ON CARD

\_\_\_\_\_

ADDRESS ON CARD

\_\_\_\_\_

SIGNATURE

### 2. Sign up additional attendees from your association

(make additional copies as needed)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM/ASSOCIATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**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