

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 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, MARCH 3, 2018

DOUBLETREE COLUMBIA
5485 TWIN KNOLLS RD.
COLUMBIA, MD 21045
410-997-1060

SATURDAY, SEPTEMBER 8, 2018

HILTON GARDEN INN BWI
1516 AERO DR.
LINTHICUM HEIGHTS, MD 21090
410-691-0500

FRIDAY, NOVEMBER 2, 2018

EASTERN SHORE LOCATION!
FENWICK INN
13801 COASTAL HIGHWAY
OCEAN CITY, MD 21842
410-250-1100

SATURDAY, NOVEMBER 3, 2018

DELAWARE LOCATION!
HAMPTON INN BY HILTON
18826 COASTAL HIGHWAY
REHOBOTH BEACH, DE 19971
302-645-8003

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 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

Are you a ___ Manager (-OR-) ___ Homeowner?

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

NAME: _____

TITLE: _____

FIRM/ASSOCIATION: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FOOD ALLERGY?: _____

EMAIL: _____

2. Sign up additional attendees from your association

(make additional copies as needed)

NAME: _____

TITLE: _____

FIRM/ASSOCIATION: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FOOD ALLERGY?: _____

EMAIL: _____

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.

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 _____

3. Send application and payment to the following address:

Chesapeake Chapter, CAI
1985 Fairfax Road
Annapolis, MD 21401