

CAI Board Leader Certificate Course

BECOME A MORE INFORMED AND EFFECTIVE BOARD

A effective board is the association's greatest asset. The new CAI Board Leader Certificate Course teaches you how to communicate with association residents, hire qualified managers and business partners, 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 course 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 business partners.

The course 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 course 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.



**CAI-NJ HOSTS THIS
PROGRAM TWICE A
YEAR AT NO CHARGE
FOR OUR HOMEOWNER
LEADER MEMBERS**