

# Board Leadership Development Workshop

LEARN HOW TO BE AN EVEN MORE EFFECTIVE BOARD MEMBER

WEDNESDAY, JUNE 8, 2016 8:30 A.M. - 3:45 P.M.

CAI-NJ HEADQUARTERS, 500 HARDING RD., FREEHOLD, NJ 07728

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 FREE for ALL CAVL Chapter Members

Name/Designation: \_\_\_\_\_

Community Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

CAI-NJ Members: FREE  
Non-Members: \$50.00

We require a cancellation notice at least 72 hours in advance. If a notice is not received, a \$25 cancellation fee may be charged per registrant. Substitutions are permitted if you cannot attend.

Please list the name, community and any designations of additional registrants. If necessary, please attach an additional sheet of paper (i.e.: John Smith, Ams, CMCA - ABC Company).

2. \_\_\_\_\_

3. \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Payment Methods:

1.) Pay by check, payable to CAI-NJ.

Mail completed form and payment to:

CAI-NJ

Attn: Board Leadership Development Workshop

500 Harding Road

Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040.

Or email to [angela@cainj.org](mailto:angela@cainj.org).

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

\*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with issuer

