

# THE ESSENTIALS OF community association volunteer leadership

## A ONE-DAY WORKSHOP FOR ASSOCIATION LEADERS AND HOMEOWNERS

*CAI's Center for Community Association Volunteers (CCAV) offers the most comprehensive review of community association operations available. The Essentials of Community Association Volunteer Leadership is the third tier of CCAV's Community Volunteer Leadership Development Program. Through this course you'll learn the history, organization and financial structure of community associations and time-saving, problem solving techniques to help you better run your community.*

### Do you need to know about...

- The role and obligations of your developer
- How much control the board has and which documents spell it out
- Sources of income for an association
- How to prepare an operating budget
- Principles for enacting new rules
- How to read financial reports
- How to hire professional help
- How to reduce risks
- Who has fiduciary responsibility?

### If so, the Essentials Workshop is for YOU!

#### Who should attend?

- Community association board members and trustees
- Homeowners living in an association-governed community
- Community association committee members

#### Why should you attend?

- You will learn proven strategies to implement in your association.
- You will be brought up to date on industry trends.
- You can exchange ideas with other association leaders.
- You will sharpen your skills.

**FILL OUT AND RETURN THE REGISTRATION INFORMATION ON THE NEXT PAGE TO RESERVE YOUR SPACE. ADVANCE REGISTRATION IS REQUIRED.**

### COURSE DATE AND LOCATION:

Saturday, October 22, 2011  
9:30 a.m. to 3:00 p.m.  
The Charter Colony Foundation, Inc.  
1101 Charter Club Way  
Midlothian, VA 23114

### This is what your colleagues are saying in....

#### *Fort Myers, Florida:*

"As president of my association [this course] gave me the greatest insight into what was needed to better understand association management from the board level. I referred to my course [manual] on a continual basis."

#### *Silver Spring, Maryland:*

"Best workshop I've EVER attended."

"The entire program was good."

"The quality of the speakers was excellent!"

#### *Fairfax, Virginia:*

"[This was] my first CAI meeting and I was very pleased!"

#### *Houston, Texas:*

"This was an extremely informative class—am looking forward to attending more..."