

# Board Leadership Development Workshop

**FREE**  
for CAI-NJ  
Homeowner  
Leader  
Members

LEARN HOW TO BE AN EVEN MORE EFFECTIVE BOARD MEMBER

## 2 DAY PROGRAM

WEDNESDAY, MARCH 1, 2023 | 8:30 A.M. - 3:00 P.M.

THURSDAY, MARCH 2, 2023 | 8:30 A.M. - 12:00 P.M.

CAI-NJ HEADQUARTERS, 500 HARDING ROAD, FREEHOLD, NJ 07728

**BREAKFAST & LUNCH WILL BE PROVIDED BOTH DAYS!**

### Presenters

Jennifer Alexander, Esq.  
Chuck Graziano, CPM, PCAM  
Jessica Kizmann, CPA

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 Homeowner Leader New Jersey Chapter Members - limited to 20 participants!**

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

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

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

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

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

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

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

CAI-NJ Members: FREE  
Non-Members: \$199.00

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.

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

Payment Methods:

1.) Pay by check, payable to CAI-NJ.  
Mail completed form and payment to:  
CAI-NJ, Attn: BLD Workshop  
500 Harding Road, Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040.  
Or, email to [jaclyn@cainj.org](mailto:jaclyn@cainj.org).

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

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

Exp. Date: \_\_\_\_\_ Sec.: \_\_\_\_\_

Signature\*: \_\_\_\_\_

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

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

\*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.

By registering for a CAI-NJ event, the registrant acknowledges that they are responsible to pay the full registration fee at the time of registration. Registrations will not be processed until all previous outstanding balances are paid in full.



CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or photographed. By attending this event, the registrant(s) consents to the use of his/her image by CAI-NJ and agrees to waive any claim for the use of his/her image, including without limitation, the appropriation of his/her image for commercial purposes or the invasion of his or her privacy.

**PLEASE NOTE: By registering for this CAI-NJ event, you are agreeing to our COVID Release Waiver.**

**HOVER YOUR PHONE  
CAMERA OVER THE  
QR CODE FOR  
COVID WAIVER**

