

## **Ways You Can Share Earning Your CAI Board Leader Certificate**

Congratulations on earning your CAI Board Leader Certificate. Promoting the completion of this certificate helps homeowners understand that their board members are committed to learning, accountability, and responsible governance. Sharing this achievement builds trust and transparency by demonstrating that board members are investing time in understanding their roles, financial stewardship, and best practices for serving the community. It also reinforces confidence that decisions are being made thoughtfully, informed by education, and with the long-term health of the association in mind.

Board members may choose one or several of the following methods, depending on how their community typically communicates:

### **1. Community Newsletter or E-Newsletter**

- Short article or “Board Update” blurb
- Ideal for reaching the entire community at once
- Reinforces ongoing board education and accountability

### **2. Community Website or Portal**

- Post under “Board Updates,” “News,” or “Governance” sections
- Can remain posted as a reference point for residents

### **3. Annual Meeting or Board Meeting Report**

- Brief verbal mention during reports
- Can be included in written meeting minutes or annual summaries

### **4. Welcome or Orientation Materials**

- Highlighted in materials for new homeowners or new volunteers
- Demonstrates that board members invest in learning and best practices

### **5. Email Update to Residents**

- Short, transparent message emphasizing service, education, and stewardship
- Especially useful for communities without newsletters

Please see following pages for templates and examples you can edit to make your own.

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## Template Language for Community Communications

### **Option 1: Short Newsletter Blurb (Most Popular)**

#### **Board Member Education Update**

One of our board members, {name}, recently completed the CAI Board Leader Certificate Course, an educational program designed to strengthen community association leadership. The course covers topics such as board roles and responsibilities, effective communication, financial management, working with professional advisors, and conflict resolution. This training helps ensure our board remains informed, prepared, and committed to serving the best interests of our community while protecting property values and supporting good governance.

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### **Option 2: Newsletter or Website Article (Expanded)**

#### **Investing in Strong Board Leadership**

Serving on a community association board involves significant responsibility, including governance, financial oversight, and representing the interests of homeowners. To support effective leadership, a member of our board, {name}, recently earned the CAI Board Leader Certificate.

This certificate is awarded upon completion of a comprehensive educational program that provides a foundation for community association governance. The course includes instruction on governing documents, board roles and responsibilities, communications and meetings, financial fundamentals, working with professional advisors, and handling rules and conflict resolution. Participants also review and acknowledge key governance and ethics guidelines.

By participating in this program, board members strengthen their ability to make informed decisions, collaborate effectively, and serve the community with integrity and professionalism.

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### **Option 3: Very Brief Announcement (Email or Bulletin)**

#### **Board Education Update**

We're pleased to share that a member of our board, {name}, has completed the CAI Board Leader Certificate Course. This education supports informed decision-making, ethical leadership, and effective governance on behalf of our community.

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### **Option 4: Annual Meeting or Board Report Language**

As part of our commitment to responsible governance and continuous improvement, a board member, {name}, completed the CAI Board Leader Certificate Course this year. The program focuses on board roles, financial stewardship, communication, volunteer leadership, and conflict resolution—key elements of effective community association leadership.

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### **Option 5: Personalized First-Person Version (Optional)**

#### **From the Board**

As part of my service on the board, I recently completed the CAI Board Leader Certificate Course. This education strengthened my understanding of board responsibilities, financial oversight, communication, and working effectively with professionals who support our community.

My goal is to apply this knowledge to help our board continue making thoughtful, informed decisions that support our community and its long-term success.

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#### **Optional Closing Line Boards Can Add**

- “Board education is one way we work to support transparency, accountability, and strong governance.”
- “Continuing education helps ensure your board is prepared to meet current and future community needs.”
- “We appreciate the opportunity to serve and to continue learning on behalf of our community.”