

August 2009

Dear Sponsor,

The Education Committee is about to begin working on the schedule for homeowner and manager courses for 2010. There will be a few changes this year which we hope will be beneficial to you, and insure that we will provide a top quality educational program.

Attached are two items for your review. The first is the new Speaker Protocol. Please read this document and be prepared to complete and sign this when your course has been scheduled.

The second document is a questionnaire regarding the courses you are able to teach in 2010. By completing this, we hope to make it easier for you to schedule the classes you would like to teach. This questionnaire needs to be returned to us as soon as possible, as one of the criteria for determining courses and speakers is the order in which we receive the questionnaires back.

The Committee is currently in the process of scheduling courses for the period of January 1 through June 30, 2010. You will receive another questionnaire early in 2010 for July 1 through November 30, 2010.

Thank you for your time and expertise in helping to educate our managers and homeowners – the keystone of our services.

Sincerely,
CAI, Nevada Chapter
Education Committee

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AMERICA'S ADVOCATE FOR RESPONSIBLE COMMUNITIES



Community Association Institute Nevada Chapter

Education Committee

Speaker Protocol

The Community Association Institute (CAI) is a national organization dedicated to fostering vibrant, competent, harmonious communities through its sixty chapters in the United States.

Fundamental to that primary mission is providing the education, training and certification for professional managers, volunteer board members, community leaders and homeowners that is essential to good management and governance.

The CAI Nevada Chapter sponsors more than 40 educational programs each year. Included among those programs are Continuing Education Seminars which provide certification for professional managers; Dedicated Community Association Leaders (DCAL) Seminars which provide Certification for Volunteer Leaders; and a wide range of topical programs for managers, homeowners and the general public on issues which confront homeowner and condominium associations throughout the state.

The CAI Nevada Chapter Board of Directors is committed to providing programs of exceptional quality which meet the educational and training needs of both the professionals who manage community associations and the volunteers who govern them.

The Board assigns the Education Committee with primary responsibility for selecting programs; reviewing curriculum; recruiting volunteer speakers; scheduling and implementing each event.

The CAI Nevada Chapter President, Executive Director and the CAI Speaker Review Committee is responsible for reviewing the credentials and program proposals of prospective speakers. When a program proposal is viewed to fit with the Chapter educational objectives and the individual meets the professional qualifications, the Executive Director may schedule a time for an interview and program presentation.

The following "Selection Protocol for Volunteer Speakers" is intended to provide guidance to CAI Members interested in volunteering to join the CAI Nevada Chapter Speakers Bureau and others who are interested in recommending speakers to the CAI Speaker review Committee.



**Community Associations Institute Nevada Chapter
“Selection Protocol for Volunteer Speakers”**

The CAI Nevada Chapter is a not for profit organization that relies on CAI volunteers to present educational training to our members. As our membership grows, it is imperative that we assist volunteer teachers and speakers in developing their content and presentation skills to meet the highest standards of educational programming.

In recognition of the continuing growth of our CAI Nevada Chapter, we are encouraging those interested in volunteering for teaching responsibilities to consider “team teaching” strategy for presenting their curriculum plans.

Those individuals who are interested and willing to teach seminars sponsored by the CAI Nevada Chapter must comply with the following procedures and be willing to sign the “CAI Nevada Chapter Speaker Agreement.”

The “Selection Protocol for Volunteer Speakers” developed by the CAI Nevada Chapter Board of Directors and the Education Committee.

Speaker Requirements: Professional Continuing Education Credit Programs

Individuals interested in presenting Professional Continuing Education Seminars must be approved by the Nevada Real Estate Division (NRED). NRED approval is the minimum requirement for consideration by the Nevada CAI Speaker Review Team.

Prospective Speakers for Professional Continuing Education Seminars must prepare a Presentation Packet which includes the following:

- I. Documents of professional credentials, education and experience
- II. Verification of the CICCH’s Certificate of Approval for speakers and back-up speakers presenting the seminar. Note: all speakers may be requested for an interview by the Speaker Committee Review Team.
- III. Resumes and Credential’s of Team Teachers and Guest Instructors should be included in the submission.
- IV. Present proposed Seminar Curriculum and Outline
- V. Provide Participant Notes and Handout Materials
- VI. Provide a copy of Visual Aids including Power Point presentations.

The Presentation Packets will go before the Speaker Committee Review Team and will go through the CAI approval process. All of the above items will be confirmed to be in good standing and a trial run of the proposed presentation may be requested.

Those wishing to teach CAI educational seminars must submit the above items to the Speaker Review Committee. For classes in January through June 2010, the submission must be received no later than the September 30, 2009. For classes scheduled for July through December 2010 submissions must be in by January 15, 2010. Classes pending the NRED approval must have the proper certification submitted by October 16, 2009 and March 15, 2010 respectively.

Speaker Requirements: Other Program Speakers including Luncheons and Roundtables

Individuals interested in presenting professional education programs at the Luncheons or Roundtable events must be approved by the affiliated committee and the Speaker Review Team. Those wishing to speak must prepare a Presentation Packet which includes the following:

- I. Documents of professional credentials, education and experience
- II. Resumes and Credential's of Team Teachers and Guest Instructors should be included in the submission.
- III. Present proposed program curriculum and outline
- IV. Provide Participant Notes and Handout Materials
- V. Provide a copy of Visual Aids including Power Point presentations.

The Presentation Packets will go before the Speaker Committee Review Team and will go through the CAI approval process. All of the above items will be confirmed to be in good standing and a trial run of the proposed presentation may be requested. All speakers may be requested for an interview by the Speaker Committee Review Team.

Speaker Agreement

Speakers who are selected to present at any CAI Nevada Chapter event agree to:

- Recognize that event dates are published months in advance and there is no opportunity to ~~change dates or times to accommodate the speaker.~~
- Speakers may not purport to be speaking on behalf of Nevada Chapter of CAI without the prior written approval of the Board of Directors. Further, speakers may not distribute any document which purports to be an official document of Nevada Chapter of CAI.
- Speakers may not use the Nevada Chapter CAI letterhead or logo without written approval of the Executive Director.
- Any correspondence or memoranda to the general membership, media or public concerning the Nevada Chapter of CAI business must be prepared on Chapter Letterhead and approved by the Executive Director.
- Speakers must understand that CAI Educational Events are non-commercial. **Speakers are speaking as a community service for CAI and are to offer educational information only.**
- Business cards may not be distributed to participants unless requested by a specific individual. The speaker, unless he/she is also the sponsor, may not display or handout promotional material. The Chapter provides a table at the program where promotional information and business cards may be displayed by the event sponsor.
- Speaker and/or sponsor cannot use or compile their own attendee list for non-CAI post-marketing purposes.
- Final participant Notes and Handouts must comply with the non-commercial intent of the Educational Programs. Handout material may contain the following speaker information **on only the front page of the handout and Power Point presentation.**
 - Name
 - Corporate Affiliation,
 - Address
 - Phone/email Contact

Team Teaching

The Education Committee encourages Team Teaching as a way of increasing the number of qualified presenters and improving the quality of CAI programs thru collaboration among our experienced speakers. When speakers plan to Team Teach a program, all members of the team are expected to submit their credentials with the original submission. Interviews may be held by the Speaker Committee Review Team.

Guest Speakers

All Speakers must be approved by the Speaker Committee Review Team. Per direction of NRED for any continuing education seminar, **Guest Speakers** must **adhere** to the **approved** outline. **Guest Speakers** shall not conduct any self promotions.

Violations

To ensure all CAI programs are of quality and value, violations of any of the above shall be enforced by the Speaker Committee Review Team and/or the CAI- Nevada Board of Directors. Violations of the foregoing standards may be referred to the Chapter Officers for their consideration of reprimand. **Such reprimand may include, but not be limited to, removal from the approved list of courses and/or instructors.**

I accept the responsibility of presenting

(Title of Seminar)

(Day/Date)

(Time)

(Location)

I have read the Speaker Agreement and will adhere to the spirit and intent of the guidelines.

Speaker(1) Signature

Date

Speaker(2) Signature

Date

Team Teacher

Date



January 1 - June 30, 2010 Speaker Questionnaire

Tentative Dates of Scheduled Courses (subject to change):

<i>Homeowner Courses</i>	<i>Manager Breakfasts</i>
(held Saturday mornings from 9 a.m. to noon at the Gold Coast Hotel in Las Vegas, or Thursday evenings in Reno - location TBD)	(held Tuesday mornings from 9 a.m. to noon at the Gold Coast Hotel in Las Vegas or Friday mornings in Reno - location TBD)
January 21 st (Reno) January 22 nd (Incline Village) January 30 th (Las Vegas) February 18 th (Reno) February 27 th (Las Vegas) March 18 th (Reno) March 27 th (Las Vegas) May 20 th (Reno) June 19 th (Las Vegas)	January 22 nd (Reno) January 26 th (Las Vegas) February 19 th (Reno) February 23 rd (Las Vegas) March 19 th (Reno) March 23 rd (Las Vegas) May 21 st (Reno) May 25 th (Las Vegas) June 22 nd (Las Vegas) June 25 th (Reno)

MY FIRST FOUR CHOICES FOR DATES TO TEACH:

Preferred Date: _____

Second Choice Date: _____

Third Choice Date: _____

Fourth Choice Date: _____

I WOULD LIKE TO TEACH ONE OF THE FOLLOWING DCAL COURSE(S) TO HOMEOWNERS (may select more than one):

- | | |
|--|---|
| <input type="checkbox"/> Budgets & Reserves | <input type="checkbox"/> Building Communities |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Meetings & Elections |
| <input type="checkbox"/> Risk Management & Insurance | <input type="checkbox"/> Rules & Enforcement |

If you have other courses you would like to teach to homeowners, please list on reverse side.

COURSES I HAVE CE CREDITS APPROVED THAT I WOULD LIKE TO TEACH FOR MANAGER BREAKFASTS:

Name of Course: _____	CE Number: _____	
_____		Law Credits? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____		Law Credits? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____		Law Credits? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____		Law Credits? <input type="checkbox"/> Yes <input type="checkbox"/> No

Sponsor Name: _____ **Contact:** _____

Email: _____ **Phone:** _____

Date Received by CAI-Nevada: _____