



Learn and Lead

**The cornerstone of education
and certification for community
association leaders**

Presented by ACTHA





ACTHA: Illinois' Most Focused Resource for: Community Associations Board Members Owners

You know ACTHA for its unique focus: serving community associations of all sizes, solely in Illinois.

For more than 25 years, we have helped our members solve day-to-day challenges, capitalize on longer-term opportunities, and influence legislative leaders in Springfield. All with an important goal in mind: creating more vibrant, enjoyable and stronger community associations.

Now ACTHA presents a certification program specifically for community association board members and leaders who wish to advance their qualifications to a higher level.

ACTHA's certification program is called "Learn and Lead." We invite you to join your peers by enrolling in this exciting educational program.

Get certified to **LEARN and LEAD** and strengthen your association



Learn and Lead, the first certification program of its kind nationally, is the best way to increase your knowledge of proven practices employed by successful community associations. ACTHA awards the ACTHA Certified Leader credential to those who successfully complete the program.

Key Program Benefits

Home ownership is the biggest investment many people ever make. Protecting that investment is therefore essential. ACTHA leaders designed this certification program with that purpose in mind. You can expect to gain:

- > A well-rounded knowledge base for community association leadership
- > A solid foundation in the fundamentals of the multiple disciplines related to community association administration, governance and communication
- > Skills and tools to make you a more respected and influential leader

Are You a Good Candidate for This Program?

This program is designed for individuals who:

- > Currently serve on a community association board and wish to broaden their knowledge
- > Are considering running for a board position and want to demonstrate their qualifications
- > Wish to know if their current board members are on course
- > Want to be able to work knowledgeably with professional service providers, including attorneys, engineers, contractors, city inspectors, property managers, accountants, auditors, insurance agents and more
- > Wish to keep abreast of current law affecting their association
- > Own property in a community association
- > Provide services to associations and want to learn how associations and providers cooperate as partners to further association goals

Is This Program Suitable for Your Community Association?

Yes! This program works for:

- > Small, medium and large associations
- > Self-managed properties
- > Properties using professional management



www.actha.org

Program Information

- > Six modules, each consisting of 90 minutes of classroom education
- > After each module, a multiple-choice exam requiring a 70% score to pass
- > Sequential order recommended but not required
- > Completion of all six modules within a two-year period
- > Advance registration strongly encouraged for those seeking certification
- > The awarding of the ACTHA Certified Leader credential at an ACTHA conference to those passing all six modules (need not be present to receive the certificate)
- > Certification valid for five years
- > Certification renewable following a two-hour refresher course within two years of expiration

Schedule

Please visit www.actha.org to check upcoming dates and locations for ACTHA certification classes. Or contact the ACTHA office at actha@actha.org or 312-987-1906.

Curriculum

Governance of the Association

Definition of Terms . Governing Documents and Law . Liability Exposure . Record Keeping

Administration of the Association

Assessments and Collections . Limited and Common Elements . Contracts

Meetings of the Association

Elections . Owner Meetings . Open Meetings Act . Committees

Financial Aspects of the Association

Understanding Financial Documents and Statements . Audits . Taxes . Budgeting

Physical Assets of the Association

Maintenance, Repair & Replacement . Planning for Major Improvements . Capital Asset Programs . Reserve Studies

Risk Management

Risk—Its Nature and Management . Risk—Process and Application . Risk—Management and Tools . Aspects of Insurance Needs

Education

Conferences

Legislative Advocacy



Our Thanks to These ACTHA Members for Their Professional Guidance in the Development of *Learn and Lead*

Attorney:	David Bendoff, Kovitz Shifrin and Nesbit
Property Manager:	Marcia Caruso, Caruso Management Group
Engineer:	Kami Farahmandpour, BTC
Banker:	Tom Engblom, Community Association Banc
Insurance Consultant:	Barbara Wick, CARMIC
Contractor:	Sherm Fields, The Acres Group
Accountant:	Mark Cantey, Mark Cantey and Associates

Register Today

Please visit www.actha.org

to check upcoming dates and locations.

Or contact the ACTHA office at

actha@actha.org or 312-987-1906.

Governance

Certification

Finance



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**We look forward to your participation
in our Learn and Lead program.**

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