



CAE 100 - Association Leadership, Change, Strategy, & Structure

CAE 100 - Association Leadership, Change, Strategy and Structure sets the stage by introducing you to associations, what they aspire to, their leadership, how they are managed, what structures they employ, and how they implement and carry out strategies. Most decisions require associations to engage in change on a regular basis and in order to deal with change, understanding the core elements of what makes an association function is essential. This course will provide a solid understanding of the topics discussed above and help participants understand their role in the association and how key stakeholders must work together for success.

Competencies explored:

- Vision
- Ethics
- Staffing
- Implementation
- Policy and Bylaws
- Volunteers
- Change and Flexibility
- Working Together
- Conceptual Skills
- Facilitation and Commitment
- Strategic Management
- Monitoring and Evaluation
- Governance and Decision-making
- Reporting and Accountability
- History, Current Status, Trends and Issues

Course learning objectives include

- understanding the nature and scope of associations and their current challenges
- establishing implementation plans to carry out a new strategy and demonstrate how to use evaluation to improve performance
- developing an appreciation for the role of volunteers, what support they require, and setting performance expectations

Course duration and delivery method

The course takes place over 12 weeks and is delivered online. We recommend that you spend 10 to 12 hours per week working on the course. Qualified students may also opt to demonstrate their experience and skill in the competencies explored in this course by submitting their portfolio for [Prior Learning Assessment Recognition \(PLAR\)](#) consideration.

Prerequisites

There are no prerequisites to enroll in CAE 100. However, a minimum of 2 years prior experience working or volunteering in not-for-profit organizations such as professional or trade associations, issue specific groups and charities is recommended. Managerial experience is also an asset.