

2018 Dates of Importance

December Exam: Friday, December 7, 2018/Application Deadline: Friday, September 28, 2018

2018 PROPOSED CAE Fall Study Group Dates

Tuesday, September 25th – CAE Study Group Orientation Session – 8:30 – 9:30 AM
IMTA Office/Please RSVP to Brenda Neville @ brenda@iowamotortruck.com OR
CALL 515-244-5193 to RSVP

CAE STUDY GROUP – 8:30 – 10:00 AM (13 sessions)

Wednesday, September 26

Wednesday, October 3

Wednesday, October 10

Wednesday, October 17

Wednesday, October 24

Tuesday, October 30

Wednesday, November 7

Tuesday, November 13

Tuesday, November 20

Wednesday, November 21

Tuesday, November 27

Thursday, November 29

Wednesday, December 5

TEST – FRIDAY, December 7 - 9:00 AM – 1:00 PM – Location TBD – If 3 or more people from Iowa are going to take the class, we can set up a location for the entire group. If under 3 people, then you will be required to set up a testing site. Brenda Neville has location information for individual testing.

Study Group Facilitator/Leader:

Brenda Neville, CAE, Iowa Motor Truck Association

*Brenda invites other Iowa CAEs to facilitate the study sessions too so study group participants get a variety of association leaders to help make the preparation even more meaningful

Location of the Study Group sessions:

Iowa Motor Truck Association

717 East Court Avenue

Des Moines, Iowa 50309

Study Group Information for the Fall Session:

Format: Typically about a 60 – 90 minute session with discussion/sample quiz.

We will be focusing more on the reading w/specific reading assignments each week.

Quiz will be sample questions that may or may not relate to the reading for that week

but will prepare you for the test and get you acclimated to “multiple choice test taking”

There is NO CHARGE to participate in the Study Sessions.

The CAE exam tests over nine domains that will cover the following areas:

1. Organizational Management
2. Leadership
3. Administration
4. Knowledge Management
5. Governance Structure
6. Public Policy, Government Relations & Coalition Building
7. Membership Development
8. Programs, Products & Services
9. Marketing, Public Relations & Communications

The books listed below are considered essential in covering the **CORE CURRICULUM**. These are the books that are used for the study group sessions.

1. *Association Law Handbook* – 5th Edition
2. *ASAE Handbook of Professional Practices in Association Management* - 3rd edition
3. *The Jossey-Bass Handbook of Nonprofit Leadership and Management* – 4th Edition
4. *How to Read Nonprofit Financial Statements* – 3rd edition
5. *Membership Essentials: Recruitment, Retention, Roles, Responsibilities, and Resources* – 2nd Edition

If you need additional information or would like to discuss further, please contact Brenda Neville at 515-244-5193.