

National Network Guidelines for PD and Operations

Professional Development

CAIS offers three national face-to-face PD programs per year: Heads and Chairs Meeting in October, National Conference in April, and Leadership Institute in July.

CAIS will offer online PD every year and may partner with CAIS schools to extend the learning online to CAIS colleagues.

CAIS National Networks will advise on issues of national significance and support research and professional learning opportunities, including the program for the National Conference in April.

National Networks may offer online PD and use the CAIS office for resources and communication, use of the CAIS website for promotion and posting, and use the CAIS branding, if supported and approved by their Heads.

Only CAIS Heads may seek partnership opportunities with CAIS. No other PD offerings may be made by any groups using CAIS branding, except in accordance with the following guidelines:

If a CAIS school chooses to offer a learning opportunity and invite other colleagues, the Head may seek the partnership of CAIS, which may include communication through the CAIS office, posting on the CAIS website, technical support (recording and/or live streaming), and the use of CAIS branding.

All CAIS schools may share PD offerings to be posted on the CAIS website if the invitation is extended to all CAIS members and approved by the Head and the CAIS ED.

Program Committee

Each CAIS Conference shall be organized by a Program Committee in partnership with the CAIS office staff. The Chair of the Program Committee will be the contact person for CAIS. The National Conference Program Committee will include representation from the NNACC.

CAIS has officially recognized the following 10 National Networks:

Academics

Junior School Leaders
Middle School Leaders
Senior School Leaders
Academic/Curriculum Directors
IT Professionals

Operations/Business

Admissions
Advancement
Business
Human Resources
Marketing & Communications

Attendance

CAIS Conferences are designed for CAIS Members. Non-members (who are employees of independent schools in comparable positions) may attend once, with permission of the CAIS ED, and at double the Member rate.

Evaluation

CAIS Conferences will be evaluated by CAIS and results will be shared with the current and incoming Program Committee.

Budgeting & Fees

The National Networks that have funds may submit a budget to the CAIS Finance Committee for approval until such funds are depleted.

CAIS determines the registration fee and budget in consultation with the Program Committee.

All revenue, including sponsorship, and expenses flow through the CAIS office and will be audited annually.

Communication

CAIS maintains an up-to-date database of all National Networks, and all official communication (accreditation, PD, research and/or national programs) is sent through the CAIS office.

National Networks may maintain informal National Network social media communications, including website, LinkedIn, etc, but everything must be aligned with the CAIS brand.

Any CAIS member may request for a communication to be sent through the CAIS office to the network.

CAIS will provide timely information about CAIS PD Programs to member schools on the CAIS website and through e-notifies.

All CAIS PD Programs must use CAIS branding only.

Awards

CAIS will approve the criteria and decision-making process for all awards.

Governance and decision-making

All National Network governance structures will comply with CAIS By-laws, policies and procedures.

All National Network executive members will be employed by CAIS schools and have the written consent of their Heads.

Mentoring and orientation

CAIS will inform the National Networks twice per year of any new employees in their network.

CAIS will support a mentoring and orientation program for member leaders that will be implemented by the National Networks.