

CAIS Policy O-001 CAIS Professional Learning and Leadership Development and National Networks

Purpose: To describe CAIS professional learning and leadership development program offerings and the role of National Networks.

Application: CAIS Directors, employees, volunteers, members and candidate schools

Policy Statement:

(a) Professional Learning and Leadership Development Programs

When possible, CAIS offers three national face-to-face professional learning (PL) and leadership development programs per year:

- Heads & Chairs Conference in October
- National Leaders Conference in April
- Leadership Institute (including a pre-programmed combination of the Introductory, Diploma and Next Step programs, Heads Retreat and Strategic Change Accelerator) in July

CAIS will also offer online PL throughout the year through webinars, workshops, Learning Series, and fall and/or spring diploma program module offerings.

(b) National Networks

CAIS National Networks are networks of similarly positioned leaders from CAIS schools across the country. These National Networks:

- Meet through Zoom calls facilitated by the CAIS team, as needed
- Advise on issues of national significance and support research and professional learning opportunities, including the program for the National Leaders Conference in April

(c) Learning Partnerships

Only CAIS Heads may seek partnership opportunities for PL programs with CAIS. No other program offerings may be made by any group using CAIS branding, except in accordance with the following:

- CAIS Schools may seek the partnership of CAIS for various events, 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 program offerings to be posted on the CAIS website, CAIS This Week or the appropriate LinkedIn groups

(d) Program Committee

Each CAIS Conference shall consist of a Program Committee that will work in partnership with the CAIS Conference Coordinator. The focus of the Planning Committee is to assist creating educational programming that focuses on what Leaders need now.

(e) Attendance

CAIS Heads & Chairs 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 Executive Director, and at the non-Member rate. The National Leaders Conference and The Leadership Institute programs are open to both CAIS Members and Non-Members at differentiated fees.

(f) Evaluation

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

(g) Budgeting and Fees

CAIS determines the registration fee and budget.

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

(h) Communication

CAIS maintains an up-to-date database of all National Networks, and all official communication (accreditation, PL, research and/or national collaborative initiatives) are sent through CAIS.

National Network social media communications and networking are maintained by CAIS on LinkedIn. CAIS LinkedIn groups are for CAIS members only.

Any CAIS member may request for a communication to be sent through CAIS to a Network. The CAIS Communications Coordinator will approve the distribution of those deemed appropriate.

CAIS will provide timely information about CAIS Programs to member schools on the CAIS website and through email and social media communications.

(i) Awards

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

(j) Governance and Decision-Making

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