



Participant Responsibilities

About 1 week prior to each session, you will receive an email confirmation with the Session Outline and any optional reading.

1. **Review the “Session Outline”.**
2. **Complete the “Prompts”** found on the session outline. These are not collected, but should still be finished prior to the session.
3. **Go beyond** the information listed on the session outline to continue growing. These are not mandatory items to complete, but will add to your Academy experience.
 - a. **Develop questions** to discuss with your facilitator and colleagues during the session.
 - b. **Meet with an internal staff** member or an external expert to collect knowledge about current association practices dealing with the session topic.
 - c. **Locate additional resources** to gather more information about the session topic.
4. **Be prepared** to share how you will implement what you have learned in your job at the end of the session.
5. **Attend the 3 ½-hour face-to-face session** on the scheduled date for group discussion with the facilitator(s) and other Academy participants. Be sure to **SIGN IN** to receive credit for the session.
6. **Complete a short evaluation** of your experience with the session and the facilitator(s). This will be sent via email through Survey Monkey following the conclusion of the session.

Certificate of Completion

- To receive your Certificate of Completion, you must attend each of the 11 Academy sessions.
- At the completion of the full Academy of Association Management, you will be presented with a Certificate of Completion. This certificate will be presented at the ORGPRO Annual Convention held in July or mailed to you after your final session of the Academy if you cannot attend ORGPRO.

Continuing Education Credit

The Academy of Association Management serves as an excellent overview for those planning to sit for the Certified Association Executive (CAE) exam within five years of your start date of the Academy. The full Academy course is worth 35.75 hours on the CAE application.

Absences

If a date doesn't work in your schedule, **you may change to the other location for that topic.** Be sure to contact Kelly Chase, CMP at chase@msae.org so arrangements can be made.

- **Option 1:** You can make up the session in the next cycle at no cost. This is how we have previously had people make up their sessions, but we've determined that our participants don't want to wait a full year in addition to the year they have already put in to complete the program.
- **Option 2:** You can attend education through MSAE that has similar content to the session missed. Separate registration fees for the education will apply.
- **Option 3:** Complete a Session Completion Sheet for Absence. The overall goal of completing this worksheet is for our participants to leave with the base knowledge of the topic that you otherwise would have gleaned from the face-to-face session. This option is available for **1 missed session only**. Multiple absences will need to be made up through options 1 or 2.

Inclement Weather/Session Cancellation Procedures

Because the Academy of Association Management is held on Monday mornings, the following is a list of procedures that have been put into place to ensure that all participants are aware of the status of the Academy sessions. Due to Michigan's unpredictable weather, we have had to cancel sessions in the past (especially from December-February) so please be sure to make note of the following procedures should inclement weather arise over the weekend or be predicted for Monday morning.

- Stay Safe.
 - If you feel roads in your area are unsafe to drive, do not drive just to make it to Academy. We try our best to watch for conditions in advance, but ultimately you are responsible for your safety. We will work with anyone who misses a class to find a resolution for the missed session.
- Check www.msae.org.
 - If a session has been cancelled you will see "**Academy for DATE- CANCELLED**" on the homepage. This will be posted as soon as a call has been made to cancel the program (no later than 8:00 a.m. the morning of the session).
- Check your email.
 - An email (the email address that MSAE has on file for you) will be sent out as soon as a cancellation has been made with details about a make-up session.

If you have any questions or are unable to attend an Academy session you are scheduled to attend, please email Kelly Chase, CMP at chase@msae.org as your primary contact or Maryanne Greketis, CMP at greketis@msae.org as your secondary contact. Kelly works part-time Monday-Thursday 9:00 am to 2:00 pm while Maryanne works full time Monday-Friday 8:00 am to 5:00 pm. If you need immediate assistance, please call the MSAE Office at 517.332.6723.