



CAIS MEMBERSHIP GUIDELINES

CAIS MEMBERSHIP CRITERIA

All full members of the Canadian Association of Independent Schools must meet and continue to meet the following requirements:

- not be operated for gain;
- have a Board of Governors (or similar body) that oversees the school and deals at arm's length with the administration of the school;
- practise ethically in the areas of employment, admissions, recruitment and fund-raising;
- have operated for at least five years (and continues to operate) in a stable and viable manner;
- teach a curriculum on a K-12 continuum which would lead, if continued to grade 12 graduation, to a Canadian diploma.

For admission a school must agree to be inspected by the Heads of two current member schools and the Executive Director who will submit a report to the CAIS Executive and subsequently to the membership. Admission is by the approval of at least 75% of the membership.

RESPONSIBILITIES OF CAIS MEMBERSHIP

- Heads/Principals are required to attend the annual conference during which a Business Meeting and an Annual General Meeting are held.
- Member schools are expected to support joint projects which are endorsed by the membership at the Annual Business or General Meeting.
- Member schools are required to pay the annual fee (as determined at the annual meeting).

ADVANTAGES OF CAIS MEMBERSHIP

CAIS provides a collegial association for the support and promotion of independent education in general and member schools in particular.

Specific projects include:

- an annual 3 - 4 day conference for Heads/Principals held in October
- regular networking/professional development conferences for Junior School Heads, Development Officers, Business Officers, Assistant Heads and Admissions Officers
- a biannual directory for promotional purposes
- Group Purchasing: eg. Marketing - promotional ads; Licenses; Equipment & Services - purchases at reduced rates with participating companies.
- CAIS Writing Competition - Annual Competition, open to students in member schools only
- CAIS Student Leadership Conference - Annual weekend conference for Head Students
- CAIS Volunteer Award - Annual student award for outstanding record of community service
- CAIS Leadership Institute - offering training for administrative positions
- Career Opportunities Board on website - for job postings

FINANCIAL OBLIGATIONS OF CAIS MEMBERSHIP

Initial Application Fee:	\$250
Annual Fee:	Determined annually: formula includes basic fee/school + % of operating budget + fee/full time student
Application Process:	Applicant schools are responsible for costs involved in the inspection visit.