CAE Core Resources

This core resources list has been compiled by the CAE Commission to reflect a sample of literature that is aligned with the CAE examination content outline and would be useful in preparing to be a chief staff executive and for preparing to earn the CAE. The list is reviewed and recent references may be added to the list periodically.

While this list of resources should not be interpreted as constituting the sole source of all CAE examination questions, it provides clarification of the positions that may be tested and direction to resources that candidates may find useful when preparing for the examination. The core resources list should not be construed as required reading. Each candidate should develop their own personal reading list and study plan based on their individual needs and knowledge. For more information on the CAE program, please visit www.whatiscae.org.

5. *Membership Essentials: Recruitment, Retention, Roles, Responsibilities, and Resources*

In addition to the core resources, CAE exam items can be referenced to any ASAE-curated knowledge. ASAE-curated knowledge is defined as information published or disseminated by ASAE such as books sold in the bookstore, articles published in Associations Now, or published in newsletters.

A new edition of *Membership Essentials: Recruitment, Retention, Roles* is expected in December 2015; and a new edition of *How to Read Nonprofit Financial Statements* is slated for early 2016.