

# Association Management



## EVENT MANAGEMENT

- VENDOR AND VENUE NEGOTIATION
- EXHIBITOR, SPEAKER AND SPONSOR SUPPORT
- ONLINE REGISTRATION
- EVENT SUPPORT MATERIALS
- EVENT PROMOTION
- ON-SITE SUPPORT

## OPERATIONAL SERVICES

- BOARD MEETING FACILITATION
- OFFICE MANAGEMENT (PHONE, FAX, EMAIL)
- WEBSITE MAINTENANCE

## MARKETING AND COMMUNICATIONS MANAGEMENT

- EMAIL CAMPAIGNS
- SOCIAL MEDIA
- PRESS RELEASES
- DIGITAL COMMUNICATION (ELECTRONIC NEWSLETTER, EMAIL BLASTS, ETC.)
- PUBLICATION MANAGEMENT
- PUBLIC RELATIONS

## MEMBERSHIP MANAGEMENT

- RENEWALS
- DATABASE MANAGEMENT
- MEMBER COMMUNICATIONS

## FINANCIAL MANAGEMENT

- ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
- ACCOUNT RECONCILIATION
- MONTHLY REPORTING
- CREATE/FOLLOW INTERNAL CONTROL PROCEDURES
- AUDIT SUPPORT
- MAINTAIN CHART OF ACCOUNTS
- TAX PREPARATION SUPPORT

## EXECUTIVE DIRECTOR SERVICES

- VISION, LEADERSHIP, MOTIVATION, DIRECTION, AND SUPPORT FOR YOUR ORGANIZATION'S GROWTH
- DEVELOPMENT OF STRATEGIC INITIATIVES, PROGRAMS, AND POLICIES
- OVERSIGHT OF SUPPORT TEAM