



ADMINISTRATION AND BOARD MANAGEMENT

- Provide and maintain association mailing address, telephone and fax number, and email address
- Provide central files and storage of materials, current and historical
- Prepare Board Information Packets
- Make all logistical arrangements for Board meetings
- Prepare agenda and appropriate attachments and distribute to Board prior to meetings
- Take minutes of meeting and distribute to Board
- Maintain a minute book
- Document policies and procedures
- Assist Board in developing goals and objectives
- Administer annual Board election

MEMBERSHIP MAINTENANCE

- Maintain accurate database of members, prospects, and other names relevant to the association
- Receive and record all applications
- Send each new member a welcome letter, directory, and other appropriate materials
- Recruitment
- Maintain and update membership marketing materials
- Mail prospective member packets, including applications and personalized letters to all prospects
- Assist in the development and implementation of any membership promotion plans
- Process annual dues renewals
- Oversee membership directory production and ad sales
- Update online membership directory

FINANCIAL

- Establish and maintain a quality financial accounting system
- Collect, record, and deposit income from dues, seminars, meetings, advertising, etc.
- Send invoices for meeting no-shows, advertising, or other accounts receivable
- Re-bill outstanding receivables every 30 days
- Assist in budget preparation
- Process credit card payments
- Pay association bills (in accordance with approved budget)
- Maintain all journals and ledgers
- Prepare and distribute financial reports

MEMBERSHIP MEETINGS

- Set up association monthly meetings
- Coordinate menu selection and meeting set-up with venue
- Send meeting notices and reminders to members, prospects, and other desired attendees
- Track meeting RSVPs and call in meal count to venue
- Prepare name badges
- Check in attendees at meeting
- Coordinate, manage, and staff annual conference/trade show (complete list of services available upon request)

COMMUNICATIONS AND PUBLIC RELATIONS

- Prepare and send member newsletter (print or electronic)
- Develop and maintain association web site
- Develop and maintain online discussion groups
- Promote association meetings to local media
- Promote association expertise to local media