

## What can Association Management, Ltd. (AML) do for your association?

The following are some examples of our services:

### 1. Office Administration:

- Maintain an office with current technology, business equipment, and secure back-up systems.
- Personally staff the association's telephone Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time.
- Respond to all email and written correspondence and refer matters to the appropriate board leaders.
- As an internationally accredited company, AML maintains general liability, property and casualty, employment practices, crime, professional liability, errors and omissions, and electronic data processing insurance coverage.

### 2. Financial Management:

- Provide information and guidance as needed to the Treasurer, Board and finance committees.
- Maintain financial records and prepare monthly financial statements.
- Arrange for completion of annual tax documents using an outside CPA.
- Coordinate preparation of the annual budget in consultation with the Board, Treasurer and/or Finance Committee.
- Invoice and receive monies (i.e., dues, registrations, product orders, deposits).
- Prepare bill payment checks for the approval by the Treasurer and/or President.
- Process payments, make deposits and follow-up on outstanding accounts receivables.
- Assist with financial trends analysis and communicate information to the leadership.

### 3. Board Management:

- Provide association leadership and guidance to Boards of Directors.
- Incorporate global trends analysis as an overlay to strategic planning.
- Schedule board meetings or special meetings called by the Board of Directors.
- Email meeting notices and board packets and make all logistical arrangements.
- Per contractual agreement, provide staffing for Board meetings and record and archive minutes.
- Conduct annual election balloting.
- Distribute communication via email to/from Boards to committees and membership.

### 4. Meetings, Trade Show and Conference Management:

Handle administrative duties including, but not limited to:

- Provide innovative ideas, leadership and support to conference committees.
- Oversee planning for conferences under the direction of conference committees.
- Research sites and communicate recommendations on convention locations and host properties.
- Coordinate meeting location details, process registrations and market meetings via email, Website and mail.
- Handle all pre-conference arrangements with hotel staff and vendors.
- Work directly with exhibitors to ensure success on-site.
- Work with sponsors to confirm commitments, invoice and collect payment.
- Wrap up post-conference activities (pay bills, follow up with product sales, tally evaluations and produce reports).
- Work with conference committees to ensure speaker arrangements.
- Arrange for unique off-site events (golf outings, spouse programs, optional tours, evening functions).
- Staff conferences and trade shows and handle on-site operations, requests and inquiries.
- Use AML's iMIS database meetings module to assist in tracking conventions and seminars attendee information.
- Produce badges, rosters, confirmations, invoices, tickets, packets, handouts, evaluations, etc.

### 5. Membership Development and Management:

- Provide innovative ideas, leadership and support to the membership committees and Board of Directors.
- Prepare and mail or email annual dues and renewal notices.
- Process membership applications and dues payments.
- Coordinate the process of publishing an annual membership directory if necessary.
- Maintain database of members, prospects and information (iMIS Database for association management).

### 6. Communications, Publications and Website Management:

- Work with editorial committees on electronic and print publications. Coordinate design and distribution.
- Serve as informational clearinghouse for members, prospects and affiliated organizations.
- Perform Website management services.