

## A.D.S. SERVICES FOR ASSOCIATIONS

Association Development Services has staff experience spanning local, regional, national, and international associations of varying sizes and professions, and we offer a full array of managerial and administrative services. Whatever the task, *our job* is to make *your job* as volunteer leaders easier.

We pride ourselves on getting to know our client associations, their members, and their professions. To us you are not “just another client”. A.D.S. will partner with you to foster a continued long-term relationship as we assist you in meeting your goals, supporting your members, and facilitating the growth and development of your association.

A sampling of our core specialties is shown below. If you desire additional information on A.D.S. services, please contact Sheryle Hazard, CAE, or Michelle Sok, CAE, at 651-317-8040.

### ADMINISTRATIVE SERVICES

- Professional Phone and Email Response
- Mail Services (Incoming and Outgoing)
- Record Storage (Physical and Electronic), Off-Site Storage
- Supply Storage and Inventory Control
- Committee Support
- Key Document, and Policy & Procedure Manual Development
- Record Retention Policy Execution

### FINANCIAL MANAGEMENT

- Budget Development & Financial Management
- Financial Statement Preparation
- Deposit and Payment Processing
- Tax Preparation Coordination

### BOARD DEVELOPMENT

- Board Meeting Coordination
- Governance Direction
- Strategic Planning and Management
- Coordination of Board Nomination Process and Term Recordkeeping
- Board Training/Orientation Program
- Association Board Self-Audit Execution



*The Preferred Choice*

## **MEMBERSHIP**

- Membership Administration
- Database and Directory Management
- Member Recruitment and Retention Plans
- Member Engagement Initiative Planning
- Mentorship Programs
- Welcome Packets/Programs for New and Renewing Members

## **EDUCATION & CE PROGRAMS**

- Educational Program Initiative Development
- Meeting Preparation and Facilitation (Live Sessions, Webinars, Podcasts, etc.)
- Certification Program Development and Management

## **MEETING & EVENT MANAGEMENT**

- Meeting Management
- Meeting Budget Planning
- Site Selection
- Logistics Coordination
- Onsite Supervision
- Speaker Oversight
- VIP Arrangements
- Sponsorship and Exhibitor Programs
- Silent Auctions

## **MARKETING, COMMUNICATIONS & PUBLIC RELATIONS**

- Social Media Program Development and Maintenance
- Website Management
- Newsletters/Publications (Design, Development, Printing, Publishing, Online Interactive)
- Email Blast Preparation
- Marketing/Advertising Programs
- Branding Continuity
- Membership Surveys
- Tradeshow Exhibit Coordination