



Association Management Inc.

delivering association success since 1986

SERVICES OVERVIEW

Association Management Inc. is a privately owned Washington Corporation which provides services to associations of all sizes. For more than twenty-nine years, Association Management Inc. has acted as an independent contractor, allowing associations to save time, money, and obligations of hiring employees and renting office space. AMI Staff are knowledgeable, professional, and an asset to any organization.

Fees are normally a monthly contracted amount by job description, A complete client list is available by request. From temporary special projects or consulting to ongoing management as CEO or CFO,
AMI offers an alternative to volunteer-reliant groups.

AMI specializes in:

Board of Director Training
Building, Writing, and Implementation of Policies & Procedures
Non-Profit Issues
Budgeting, Financial Reporting, Full-Charge Bookkeeping
Meeting & Event Planning
Membership Recruitment & Retention
Conventions & Event Planning
Member Communication

AMI regularly creates & coordinates :

Establishment of Sound Organizational Structures
Newsletters
Web site updates and HTML Flashes
Special Fundraising Events
Committee & Membership Meetings
Minutes
Membership Rosters
Federal, State & Local tax reports and deposits
Public Relations & Presentations
Contract Negotiation

AMI contracts with:

Professional Associations
Trade Associations
Charitable Organizations