

- ◆ **Staff Augmentation**
  - Executive Director
  - Membership Director
  - Communications Director
  - Legislative Counsel
  - Administrative Staff
- ◆ **Brand Management**
  - Dedicated Phone Line(s)
  - Dedicated Email Addresses
  - Dedicated Business Cards
  - Membership Newsletters (print and/or electronic)
  - Website Management
- ◆ **Bookkeeping Services**
  - Accounts Receivable
  - Bank Statement Reconciliation and Updated Financials
  - Coordination with Outside CPA for Tax Returns
- ◆ **Conference Planning and Implementation**
  - Site Selection
  - Attendee Registration (including online registration)
  - Activity Planning (Golf Outings, etc.)
- ◆ **Corporate Governance**
  - By-Law Compliance
  - Board Meeting Planning and Implementation
  - Board Minutes
- ◆ **Membership Services**
  - Continuing Education
  - Membership Database/Directory
  - Membership Recruitment and Retention