You are invited to attend a special professional development seminar just for you!

To be a success in association management, executives need to be proficient in at least three areas:
- Boards
- Strategic planning
- Management

Bob Harris, CAE, will discuss the best practices in each of these areas, share proven techniques and insights from his experience in the association industry, and answer your questions about association management.

This seminar is designed for association managers who desire to expand their knowledge and want to affirm they have the most current information and best practices.

Conducted by Bob Harris, CAE

Management and Operations
With budgets stretched and resources scarce, now is the time to review your systems and ensure they are effective and efficient. From an inventory of documents to development of six operating manuals, Bob will give you the tools needed to assess and improve your operations.

Board Development
How do you communicate the responsibilities to volunteer leaders? What are their fiduciary responsibilities? If you do not effectively communicate the answers to your volunteer leaders, your organization will struggle (micromanagement is not a fun position to be in). Bob will describe the roles and responsibilities of everyone involved in association governance and administration and will even provide an update of the IRS 990 policies.

Strategic Direction
Developing goals and implementing a strategic plan require a strong mission, a variety of resources, and a committed board and staff. Too often strategic plans are left on the shelf to collect dust. It does not have to be that way. Bob will walk you through the process from the planning stage through successful implementation.

Attendees are asked to bring samples of:
- Strategic Plan
- Conflict of interest statement
- Record retention schedule
- Policy manual
- Leadership manual