The Tallahassee Society of Association Executives Presents

Three Association Proficiencies:
Board Development, Strategic Direction and Effective Management

Conducted by: Bob Harris, CAE

Thursday, October 30, 2008
8:30 am – 11:30 am (arrive at 8:00 a.m. to register and begin on time)
Tallahassee

Registration Fee: TSAE Members: $99; $75/Additional attendees from Same Organization
Non Members: $149; $125/Additional attendees from Same Organization

To be successful in association management, executives need to be proficient in at least three areas: Boards, Strategic Planning and 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 workshop is designed for upper level association managers — from those desiring to expand their knowledge to seasoned staff who want to affirm they have the most current information and best practices. (Note: If you have a volunteer visiting the area, they are invited to attend. Please let other executives from local nonprofit organizations know about this opportunity to learn.)

Organizational Management
With budgets being 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 don’t 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 Planning
Developing goals and implementing a strategic plan requires 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 doesn’t have to be that way. Bob will walk you through the process from the planning stage through successful implementation.

To register for this exciting workshop, visit the TSAE Web site at www.tallysae.org.

For more information, contact TSAE at 850-5651-6124, or at info@tallysae.org.