



# Association Management

Our Executive Administrators have many years of experience in association management and are experts in supporting trade and professional organizations. We can help with the vision, motivation, and support for your organization's growth.

## Administrative

- Office Headquarters
- Clerical Support (Phone/Fax/Email)
- Policies & Procedures

## Leadership

- Develop & Implement Strategic Initiatives
- Meeting Facilitation
- Board Governance

## Meetings/Events

- Site Selection & Contract Negotiations
- Event Budget Creation & Adherence
- Call for Presenters
- Exhibitor & Sponsor Solicitations and Support
- Online & On-site Registration/Payment Processing
- Promotional Materials
- On-site Support
- Accreditations & Continuing Education
- Virtual & Hybrid Events

## Financial

- Accounts Payable/Accounts Receivable
- Budget Creation & Adherence
- Account Reconciliation
- Monthly or Quarterly Reporting
- Preparation of 990 and 1099 with Accountant

## Membership

- Database Management
- Renewals & Retention
- Membership Drives

## Marketing/Creative

- Digital Communications
- Printed Publications
- Promotional Materials
- Public Relations
- Social Media Management

## Technology

- Mobile Applications
- Online Forms
- Email Marketing
- Automatic Renewal Notices
- Webinars

## Websites

- Design & Maintenance
- Search Engine Optimization
- Shopping Carts
- Online Training
- Job Boards
- Directories

**We manage, so you can achieve your organization's mission, vision and strategic goals.**



**Our MISSION is to provide flexible and innovative solutions to support our clients in reaching their goals by achieving growth and sustainability in their organizations.**

Whether you require full-scale association management services or a single service to accomplish your goals, J&M's services can be custom-tailored to fit your unique organization. Contact us today to discuss your needs.

**J&M Business Solutions, LLC | [jmbsohio.com](http://jmbsohio.com) | 330.273.5756**

