

# Association

## Association Management

As a leader, you and your board set the direction of your association. But who keeps up with membership databases, mailings and other details? At Best Meetings, we provide the support services so you can focus on your mission.

## Association Services

Serve as association office - centralized contact

Maintain association checking/savings account(s)

Provide bookkeeping services

Report all financial activity on a regular basis

Facilitate sponsorship opportunities

## Membership Services

Develop and maintain membership database

Send out renewal notices to members

Process new member applications

Respond to member inquiries

## Meetings and Conventions

Make arrangements for board and committee meetings

Conference, meeting and exhibit planning/management

## Publications

Produce publications for members

Send out mailings to members

Develop a membership directory

Produce online newsletters