



Association Management Inc.

delivering association success since 1986

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Association Management Inc. is a privately owned Washington Corporation which provides services to associations ranging in size from 30 to 5,00 members. For more than twenty years, Association Management Inc. has acted as an independent contractor, allowing associations to save time, money, and obligations of hiring employees. AMI Staff are knowledgeable, professional, and an asset to any organization.

Fees are normally a monthly contracted amount by job description, although hourly fees are sometimes recommended. From temporary special projects or consulting to ongoing management as CEO or CFO, AMI offers an alternative to volunteer-reliant groups.

AMI specializes in:

Board of Director Training
Building, Writing, and Implementation of Policies & Procedures
Non-Profit Issues
Budgeting, Financial Reporting, Full-Charge Bookkeeping
Meeting & Event Planning
Membership Recruitment & Retention
Conventions
Member Communication

AMI regularly creates & coordinates:

Establishment of Sound Organizational Structures
Newsletters
Committee Meetings
Membership Meetings
Minutes
Membership Rosters
Federal, State & Local tax reports and deposits
Public Relations & Presentations

AMI contracts with:

Professional Associations
Trade Associations
Charitable Organizations