

ASSOCIATION MANAGEMENT SERVICES

# Caring about your goals

Association management services for organisations aiming to develop and succeed

Let's  
meet



# Association Management services

Let's meet

## Our services include:

1. Association Management - Full Service
  - Outsourced Association Headquarters or Secretariat Office solutions with complete executive management, volunteer leadership support, communications, membership, conference, event and finance management.
  - Full review of your strategic agenda, adjustments of operational plans, optimisation of service delivery and monitoring of progress.
2. Association Project Management
  - Delivery of key projects within your association which could cover accreditation and certification projects, membership development and marketing campaigns, communications and public relation activities, EU affairs monitoring and organisation of courses, seminars and workshops.
3. Association Consultancy
  - Our association experts are able to provide consultancy services for areas such as governance and structure review, strategy and business plan development and membership benefits review.
  - Our consulting services can be combined with other Association Management or Conference Management services to provide an integrated solution for any organisation.

Association clients have chosen Congrex because of our unique combination of capabilities, experience and strategic approach to long term growth and development. We are specialised in the delivery of quality services and projects in support of limited volunteer leadership or association staff time and within tightly controlled association budgets.

Our expertise in Association structures and governance models, with hands-on experience in delivering services and projects for international professional not-for-profit organisations, provides you with tangible results and benefits tailored for your organisation's current status and future objectives. We will help you to deliver success whilst navigating the key association challenges of governance, leadership cycles and communication in the current climate of increased competition for members, sponsors and pressure to deliver value in the "information-is-free" society.

Congrex's AMCI Accredited Association Management solutions are an investment in quality for your members, a qualified support for your volunteer leadership and a partnership dedicated to delivering your association's vision and mission.

## The Congrex Difference

Any organisation ready to take the next step can benefit from:

- Staff with broad-based knowledge covering all types of association structures, projects and a wide variety of industries
- Our centre of excellence in Brussels for efficiency, knowledge-sharing and a multi-lingual, international team
- Our AMCI accreditation means we have the highest standards in the industry. Established processes and quality control deliver services you can rely on
- Flexible resources available to deliver projects and services with defined scope, objectives and budget
- Integrated solutions leveraging the Congrex Group's preferential terms and pricing with key conference service providers such as hotel chains and venues
- Our focus on delivering value and professional service at every level of your organisation from executive leadership to new member enquiries

"We are very happy with the collaboration with Congrex and have worked with them for more than 9 years. We like their professional approach and sense of responsibility for the projects they manage for us."

Susan Melnicove, Vice President, Education, ASIS International