

OUR OFFER

Fixed monthly retainer:

\$ 1,200

Scope of Services including:

- Membership Management, including dues notices, dues collections, and maintenance of the membership list
- Website updates, sporadically, aside from updating the membership list
- Attending BOD meetings and providing meeting minutes monthly
- Track and perform annual membership legal obligations and ensure tax filings are completed
- Bank account management including paying bills, processing deposits and providing monthly reports
- Constant Contact help in formatting, tracking and sending out periodic newsletters to members and prospective members

Staff support would include the following individuals:

- Membership Specialist
- Marketing Manager
- Controller
- Accountant

Note: *The retainer is estimated on 20 hours/month and can be adjusted to fit actual scope and FTE requirements.*