

The 3 Proficiencies of Every Successful Association Manager

May 20, 2010

9:00 am-12:00 pm

State Chamber
Conference Hall

330 NE 10th St

Oklahoma City, OK 73104

OSAE is extending the member rate to any employee of an association who has a current member.



Bob Harris, CAE

Bob has more than 30 years experience with associations. His seminars are interactive, focused on core-knowledge and member needs. He utilizes case studies, trends and headlines board orientation, training, strategic planning, staff training and consulting. He began his career in Washington, DC, working with Presidential Classroom. He went on to build an association management company in Tallahassee, Florida. He is on the faculty for the US Chamber of Commerce, and he has worked in Amman Jordan to build and sustain associations.



"My philosophy is to promote the association management profession and share the tools of success."

In addition, he is the author of Association Management 101 Online©; creator of the Association Self-Auditing Process© which has been used by 20,000 organizations, and co-author of "Building an Association Management Company."

His website hosts more than 100 pages of tips and templates for better association management and governance.

The 3 Proficiencies of Every Successful Association Manager

-Efficient Operations and Risk Management

-Developing the Board of Directors

-Setting a Strategic Direction

This seminar is ideal for every staff person, whether a seasoned veteran or aspiring young professional. Divided into three key areas, it covers the core knowledge mixed with current issues and common challenges. This session includes case studies and best practices.

-Unique aspects of the associations

-Efficient management practices and developments of systems

-Risk management and protecting the association

-Working with volunteers on boards and committees

-Developing and implementing a strategic plan

REGISTRATION FORM

3 Proficiencies of Every Successful Association Manager

(Please make additional copies if needed)

Name(s): _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

FEES: (place the number of attendees in the blank)

OSAE MEMBERS:

_____ \$75 if postmarked by May 14

_____ \$95 if postmarked after May 14 or on-site

OSAE NONMEMBERS:

_____ \$125 if postmarked by May 14

_____ \$145 if postmarked after May 14 or on-site

_____ TOTAL NUMBER OF ATTENDEES

OSAE is extending the member rate to any employee of an association who has a current member.

PAYMENT INFORMATION:

Make checks payable to: OSAE

\$_____ Enclosed ___ Check ___ MC ___ VISA

_____ Card # _____ Exp. Date

_____ Signature

Please send registration form and payment to:

OSAE * 6412 N. Santa Fe Ste. C * Oklahoma City, OK 73116

FAX: 405/879-0304 PHONE: 405/879-0027

REGISTRATION

Registration begins at 8:30 a.m. at the State Chamber. The workshop begins at 9:00 a.m. and ends at 12:00 p.m.

DIRECTIONS/PARKING

The State Chamber is located on 10th street between Lincoln Boulevard and I-235 at 330 NE 10th St., Oklahoma City, OK 73104. Free parking is located on the South side of the building.