

National Association of Estate Planners & Councils

Member Council Resource

Why Does Our Council Need an Administrator – and Where Do We Go to Find One?

The power of an association lies in groups of like-minded people collaborating to achieve common goals. In general, associations achieve these goals through the contribution of time, expertise, insight, and passion of volunteers. Each association is led by a board of directors which, often in partnership with a paid staff, sets the strategic direction for the organization and advances the association's mission.

As a council grows or its needs change beyond what volunteers can handle, the board may want to consider hiring an individual or association management firm* to professionally manage it. Choosing the right staffing option is one of the most critical responsibilities of the board, and may provide the following benefits:

- a permanent mailing address and contact person
- expanded services to the council and for its membership
- increased interest in volunteerism
- added member satisfaction
- member retention and growth
- opportunity for the board to focus on initiatives and development rather than daily operations
- efficiency
- a consistent and accountable person responsible for understanding your association and its needs
- financial benefit through a more formalized dues / collections approach
- knowledge of best practices with regard to event planning, contracting, etc.

RESOURCES

There are many sources to find an association manager or management firm and you may wish to investigate multiple avenues during your search.

Other & Related Professional Associations

How are your related professional associations handling their administration?

Which boards do those on the council's board sit on and how is their administration handled?

Associations for Professional Administrators and Association Management Firms

The American Society of Association Executives (ASAE) and their local chapters (www.asaecenter.org)

**An association management company (AMC) is a professional service company that specializes in providing management services for associations on a fee-for-service basis. AMCs provide the professional staff, administrative support, office space, technology, and equipment an association needs to operate efficiently. An association management company typically manages several associations from one company location, providing a wide range of benefits including shared technology systems, access to expert specialized staff, and shared purchasing power. Regardless of the size, industry, and membership type of your association, there is likely an AMC that has experience with a council like yours.*

The Association of Choice for Estate Planning Professionals