



***ASSOCIATION HEADQUARTERS, INC.***

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## Who We Are

Association Headquarters is a professional association management company that was formed in 1992 to provide services to associations that cannot afford a full-time staff or they may be too small to justify a staff.

We provide a full range of management and administrative services to local, state and regional trade and professional associations.

We have the experience and resources to provide quality services to any membership organization.

Our mission is to facilitate the operation of the organizations that we manage so that the officers, directors, and members can concentrate on maintaining the purpose and direction of the association.

We handle the day-to-day activities and serve as the association's continuity.

We also assist in developing non-dues resources and member benefits such as insurance programs for our association clients. By combining the numbers of all association members, we have more bargaining power.

## Key Personnel

**Robert J. Thomas**, President, retired as a Lieutenant Colonel from the U.S. Army and has over 25 years association management experience with a wide range of trade associations. He serves as Executive Director of three trade associations.

**Vernon Thomas**, Vice President, is a West Point graduate. He has 15 years of association management experience. He is responsible for Program Development and Strategic Planning. He serves as Executive Director for one regional and two statewide trade associations.

**Lisa Maidel** is our Membership Services Director, and has over 15 years experience with membership organizations. Lisa concentrates on recruiting new members and retaining existing members for association clients. She also maintains the membership databases.

**Mitzie Thomas**, Office Manager, with over twenty years of administrative, accounting and banking experience, is our Office Manger. She has over twelve years experience with membership organizations.

**Trisha Clark**, Finance & Accounting Director is responsible for handling the accounting functions for our association clients. She has over ten years of banking and credit union experience.

**Rob Fortner**, Sales & Marketing Director and Assistant Executive Director of the Georgia chapter of the American Subcontractors Association. Promotes association membership and maintains web sites. He has over five years of sales & marketing experience and web site training.

**Allison Cash**, Administrative Assistant responsible for handling incoming and outgoing mail, faxes and e-mail. Maintains files and records.

**Part Time Personnel**—as required to assist with the preparation of mailings, faxes and e-mails.

**Others**—We have an insurance company co-located with us as well as other agents to market association programs and to assist members with insurance needs. We also work closely with a web design company. We have two law firms on retainer.

# Basic Services Available

## ***MEETINGS***

Arrange for venues, menu, set-up, name badges, etc.  
Prepare and mail and/or e-mail meeting announcements.  
Handle registration in advance and on site.  
Assist in developing programs and finding speakers.

## ***NEWSLETTER***

Typeset, assist with layout, arrange for printing and mailing and/or e-mail newsletters and other correspondence periodically, as required.

## ***MEMBERSHIP SERVICES***

Maintain database of members and prospective members.  
Assist in developing membership marketing information.  
Assist in soliciting new members and associates.  
Provide information to members and others as required.

## ***ADMINISTRATIVE***

Maintain appropriate files and records (minutes, By-Laws, policies, correspondence).  
Prepare necessary reports as agreed between the parties.  
Monitor Charter and By-Laws for compliance.

## ***LIAISON***

Maintain contact with related associations.  
Maintain contact and working relationships with other related organizations.

## ***LEGISLATION***

Monitor state and federal legislative actions.  
Keep the membership up to date on state and federal legislation affecting the industry

## ***COMMITTEES***

Provide administrative services to committees - Assist in developing agendas and keeping minutes.  
Attend committee meetings and work with committees as required.

## ***ACCOUNTING***

Keep appropriate records, maintain financial status reports and budget. Provide information to accountant to prepare and file taxes, etc.  
Work closely with organization Treasurer.

## ***WEB SITE DESIGN & MAINTANANCE***

We work closely with a professional web site company that handles hosting, creative work and maintenance of association web sites as well assisting members to design and set up web sites.

# Associations Currently Under Contract

## References

American Subcontractors Association - Georgia Chapter, Inc.  
Tom Schwarzer, Berkel & Company, 770-941-5100

Georgia Wall & Ceiling Industries Association, Inc.  
Alonzo Chaney, U S G Building Systems, 678-942-1201

International Facility Management Association - Atlanta Chapter  
Stewart Smith, 404-815-6445

Master Roofing Contractors Association of Atlanta, Inc  
David Tanner, Tip Top Roofers, Inc., 404-351-4410

National Association of the Remodeling Industry - Atlanta Chapter  
Warner McConaughey, HammerSmith, 404-377-1021

Roofing & Sheet Metal Contractors Association of Georgia, Inc.  
Mike Yellott, Construction Services, 770-740-0018

Southern Association of Steel Fabricators  
John Housey, Orleans Material & Equipment Company, Inc.  
800-864-8649, Ext 216