

ASSOCIATION MANAGEMENT SERVICES

creating results that increase efficiency, growth and longevity



ASSOCIATION
EXECUTIVES
group

Association Executives Group (AEG) is a fully-integrated association management company that provides organizations with complete on-site headquarter operations or assistance in specific service areas. With more than three decades of providing managerial, marketing and administrative support, our team of professionals brings creativity and leadership expertise to help you achieve your goals.



FULL-SERVICE MANAGEMENT

We take association governance seriously and implement creativity, proven processes and advanced technology to build sustainable association management infrastructures. Through efficiency, productivity, and proven cost management, we increase organizational performance and growth, while maximizing member value.



OUTSOURCED SERVICES

In addition to full-service management, you can rely on AEG for outsourced services, including website development and maintenance, membership management, education and certification, and more. Drawing on our years of association and non-profit management experience, will ensure that you have a tailored solution.

WHY AEG

- 30+ years in business
- AMC Institute accredited
- A+ Better Business Bureau rating
- Average total client revenue managed – \$6,567,000
- Average number of total members serviced – 18,900
- Over 600 events managed over 30+ years
- Average management length – 9.75 years
- 100% Profitable clients

SERVICE AREAS

It takes experience and resources to sustain a top-performing organization. Membership development, educational programs, organizational promotion and administrative management are only a few of the service areas we bring to support your organization. Whether you need a full-service management company or to augment your internal resources, we have a full array of services and talent to do so.

SERVICE EXPERTISE

Association Management

- Board governance
- Budget oversight
- Strategy

Administration

- Records management
- Phone and email answering
- Member mailings
- Meeting coordination

Certification and Education

- Educational program development
- Accreditation and CEU oversight
- Certification and accreditation management
- Promotion and program development
- Member certification administration

Event Management

- Site visits and negotiation
- Schedule, speaker, and food and beverage planning
- Onsite staff and logistical support
- Sponsors and exhibitors coordination
- Promotional and registration materials
- Budgeting and billing reconciliation
- Conference website and mobile app
- Virtual meeting, conference, and event support

Technology

- Website design and development
- SEO / SEM
- Mobile apps

Membership Development

- Member materials
- Advertising and outreach
- Public relations
- Intranet and members-only sites
- Member eblasts and publications
- Online promotion

Financial

- Budgeting and expense management
- Billing and member dues
- Bookkeeping and financial statements

Marketing

- Branding and image development
- Social media marketing
- Blog creation and updates
- Email blasts
- Copywriting and graphic design
- Digital and traditional advertising
- Brochures, signage and publications
- Merchandise and apparel printing

Only a partial listing included.



EXPERIENCE AT WORK



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