



The Medical Society of Delaware's Association Management Services (AMS) offers expertise in organization and program management. Our dedicated staff provides a full array of professional services to support your organization or provide for a specific need. Our services can be tailored to fit your individual requirements and include, but are not limited to the following:

Accounting and Financial Management

- Establish and monitor bank accounts
- Bank account reconciliation
- Budgeting (annual and/or project) and budget management
- Comprehensive Financial Reporting
- Wrap-up reporting (at close of year and/or project)
- Interim reporting, including projections and variance reports
- Accounts payable and receivable management
- Facilitate credit card processing
- Audit and tax preparation

Administrative Support and Management

- General office and support activities
- Maintain general files and supplies
- Serve as contact with the public and the national organization
- Serve as liaison with other organizations
- Travel and representation at organization's national meetings
- Prepare reports and letters
- Develop agendas
- Assemble and distribute materials and information
- Arrange and staff conference calls and board and committee meetings
- Record and draft minutes

Chapter Management and Membership Services

- Receive and process membership applications and changes
- Maintain a current roster of members
- Draft Bylaws and ensure compliance
- Provide guidance and assistance for Bylaws revisions and updates
- Develop policies and procedures
- Assist with committee and officer appointments as well as the election process
- Serve as a member resource and provide member assistance

Conference Planning and Meeting Management

- Involvement in planning meetings including content and direction
- Arrange all meeting/conference logistics (i.e.; choose and schedule facility, coordinate catering, contact speakers, coordinate speaker travel needs, audio visual needs, etc.)
- Identify potential outside vendors and exhibitors
- Communicate with exhibitors and assist with exhibitor set-up and needs
- Serve as contact for event registration, maintain invitation list, collect fees, staff registration table
- Process registrations and registration payments
- On-site coordination and management of meeting/conference
- Design program materials (promotional material, invitation, name badge, agenda, etc.)
- Copy and assemble materials for distribution

Education Programs

- Coordinate and apply for Continuing Medical Education (CME) program accreditation
- Develop supporting CME documentation as required
- Communicate with faculty to obtain CME documentation
- Create and execute CME exhibitor agreements
- Create CME promotional flyer/agenda
- On-site CME-related facilitation (i.e.; ensure attendees sign attendance sheet, disclosure statements are read, and evaluations are collected)
- Post-CME activity paperwork and reconciliation
- Grant writing and application as well as grant reconciliation

Communications and Publications

- Assist with development of organization's website
- Maintain website
- Prepare and distribute newsletters

For more information about how our services can provide you a cost effective way to meet the demands of your organization or program, please contact **Megan Hayes** at (302) 224-5181 or email

Megan.Hayes@medsocdel.org.