



present

The AMC: Economic Stress Relief for Association Execs

**AMC Community Preconference Program
Saturday, August 15, 2009
2:15 – 3:30 p.m.**

Content Leaders:

Bill Barnes, CPA, partner, Givens & Barnes

**2009 Annual Meeting & Expo
Toronto, Canada**

Bill Barnes, CPA, CMA
Partner

Givens & Barnes
Arlington Heights, IL

AMCi Association Management
Company Accreditation

“The only third party accreditation
program and process for AMCs”

With 52 AMCs now accredited

Based on the
American National Standards Institute

Standard for Association Management

A Ten Focus Standard

Addressing:

- Client contracts
- Service delivery
- Financial management
- Insurance
- Subcontracting and purchasing
- Record keeping audits

Key Provisions of AMCi AMC Accreditation

- Requires that AMC put its policies and procedures in writing
- Requires that policies and procedures address each item in AMCi/ANSI Standard
- AMCs shall have written contracts & service goals with clients
- AMCs shall have stated financial & internal control policies
- AMCs shall have adequate insurance coverage
- AMCs shall have adequate recruitment & training policies
- AMCs shall have adequate recordkeeping and disaster recovery policies

For more information visit
www.amcinstitute.org

AMCi Accreditation Value Proposition

- Preparation for first review usually enhances procedures, strengthening AMC service delivery
- Documenting policies and procedures clarifies goals to staff and association leadership
- Written procedures aids in training new employees
- Self-review and CPA accreditation audit keeps the AMC on track and identifies areas that need improvement

Accreditation Outcomes

- Efficient use of resources
- Strong internal controls
- Continuous improvement through process management and review
- Based on established and recognized “Association Management Best Practices”