



✓excellence   ✓expertise   ✓experience   ✓efficiency   ✓eco-friendly   ✓e-commerce

## SOCIETY MANAGEMENT

You will have your own dedicated Secretariat, who will become familiar with your Society and its needs and who will build relationships with your committee, members and regulating and professional bodies. e.events limited can run your office no matter where in New Zealand you are based.

### Office

- full office support
- dedicated phone line
- PO Box provision
- IT Systems
- staffing
- storage of historical files
- electronic and paper filing systems

### Executive Office Management

- liaising with committee and members
- organising committee meetings and AGM
  - agenda
  - minutes
  - venue/travel arrangements
- manage your website (and Facebook page)
- financial
  - invoicing
  - processing payments and banking
  - quarterly reporting
  - GST and taxation matters
  - funds investment
  - preparing financial records for audit
- membership
  - invoicing
  - credit control
  - enquires
  - managing membership databases
  - personal development
  - newsletters
  - e-broadcasts
- projects
  - promotion with members or the public
  - managing promotional publications, from concept to distribution
  - marketing campaigns

### Conference and Seminar Planning

- co-ordinating:
  - venues
  - food and beverage
  - speakers travel
  - accommodation
  - conference accessories
  - printing of conference material
- secretariat will:
  - attend committee meetings
  - process registrations, banking
  - action correspondence
- conference in action
  - conference administration
  - reception desk
  - overseeing all requirements
- post conference
  - final budgets/statements
  - evaluation and summary
  - future planning



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