

A joint program brought to you by DVSAE & NJSAE



The Delaware Valley Society
of Association Executives



“ASSOCIATION MANAGEMENT 101”
An Overview of the Fundamentals

- Date:** Tuesday, September 15, 2009
- Location:** The Enterprise Center at BCC
3331 Route 38
Mt. Laurel, NJ 08054
www.enterprisebcc.net
- Time:** 8:30 – 9:00 a.m. Registration and Light Breakfast
9:00 – 12:00 p.m. Morning Session
12:00 – 12:45 p.m. Lunch
12:45 – 3:15 p.m. Afternoon Session
- Cost:** \$65 for DVSAE & NJSAE Members; \$85 for Non-Members
(Registration fee includes continental breakfast & lunch)

Does your staff need insight into the everyday operations of the association management world? Would you like them to gain a big-picture view of this exciting profession, learn more about career possibilities, and meet some of the region’s leading experts?

DVSAE and NJSAE will jointly host this program for those who are relatively new to the field. Encourage your staff members to participate and benefit from these presentations:

- **Intro to Association Management – What Associations Do**, Erica O’Grady and Brian Summers, CFMA
- **Association Management as a Profession**, Kristin Hodgson, Delaware JDRF
- **Gathering Intelligence on Your Members**, Curt Macysyn, CAI-NJ
- **Association Governance**, Susan Nelson, Association Headquarters
- **Taking Minutes the Right Way**, Lindsay Groff, Fernely and Fernley
- **The Role of Volunteers**, Carol Meerschaert, AACR

REGISTRATION FORM
“Association Management 101”
September 15, 2009

Please return to:
Denise Downing, CMP
DVSAE Office
P.O. Box 579
Moorestown, NJ 08057
(P) 856-234-0330
(F) 856-727-9504
www.dvsae.net

Name(s): _____

Company: _____

Address: _____

Email: _____ Phone: _____

DVSAE Member (\$65) NJSAE Member (\$65) Non-Member (\$85)

I will pay with a check (payable to DVSAE) I will pay with a credit card VISA MC AMEX

Name as it appears on card: _____ Amount: _____

Credit Card Number: _____ Exp. Date: _____ CCID: _____

Credit Card Billing Address: _____

Special Dietary or Accessibility Needs: _____

Cancellations will be accepted in writing by Sept. 11, 2009. No Refunds after Sept. 11. No-shows will be billed.