OVERVIEW OF SOS-ASSOCIATION MANAGEMENT SOLUTIONS

**SOS-Association Management Solutions** was founded in 1995 and is a woman owned and operated business. SOS has demonstrated experience managing associations of 80 – 700+ members and annual budgets of $40,000 - $1,000,000+. We currently have nine professionals on staff at our offices in Scottsdale, Arizona. Each client is supported by an Account Executive who serves as the “point person” for the client and oversees the daily operations and strategic vision of the organization. Additionally, each client has access to the experience, expertise and collaboration of the entire staff. Through daily huddles and regularly scheduled staff meetings, the SOS staff collectively brainstorms ideas, discusses challenges, and resolves issues for all of our client organizations. Professional development and continuing education is encouraged and supported for all staff, particularly in areas that will benefit our clients. For instance, we have three Certified Nonprofit Accounting Professionals on the team and our bookkeeper is a QuickBooks Pro Advisor.

SOS is an **accredited** association management company through the *AMC Institute* ([www.amcinstitute.org](http://www.amcinstitute.org)) – one of only 81 companies in the U.S., **and the only one in Arizona**. This accreditation is based on the American National Standards Institute (ANSI) *Standard of Good Practices for the AMC Industry* and demonstrates the experience, commitment and ability to deliver the highest level of professional management services to clients. Measurable performance practices include contracts and service delivery; employee recruitment, resources for training and professional development; and financial management and internal controls, among others. For more information about our company, please check out our website at [www.sossolutions.org](http://www.sossolutions.org).

Our core competencies, which we are continuously developing and improving, include:

* effectively leading and managing nonprofits;
* planning and implementing successful events and meetings;
* inspiring passion, teamwork and leadership;
* building sustainable relationships;
* thinking strategically and fostering collaboration, creativity and innovation;
* providing accountability, reliability and focus; and,
* providing “the personal touch” for each of our client organizations.

One of our strengths is our size. SOS is small enough to provide the personal touch and focused attention to each of our clients, but we also have the ability to grow alongside the organizations we serve. SOS is uniquely qualified to handle organizations of all sizes and structures, including affiliates, chapters, local, state, national or international associations.

**MANAGEMENT SERVICES FOR CoDA – with percentage of hours used**

**1. Policies and Procedures (P/P) (2%) –** ongoing maintenance of all policies and procedures.

* **Board Policies and Procedures –** creation and maintenance of all Board P/P.
* **Professional Service Provider Policy -** To create and maintain a contract and policy for both independent contractors and professional service providers
* **Committee Policies and Procedures –** creation and maintenance of all Committee P/P.
* **Fellowship Services Manual (FSM) –** assist with maintenance of the FSM

**2.**  **Legal/Agreements (8%) –** track agreements, name and facilitate signing as they come in, assist with legal issues, as needed

* Assist with tracking of all agreements, including countries and individuals.
* Assist with Archiving Project - including storage, distribution (i.e., digital storage and legal distribution)
* Assist with History storage and display.
* Work with TMC on contract development and tracking.

**3. CSC/Events support (17%) –** attend CSC and assist with technology, motions, board support, events support, as directed.

**4. Website (25%) –** ongoing maintenance and updates of website and working website liaison.

**5. Office Location and Communications (7%) –** storage and assistance with communications.  Provide corporation phone support and headquarters, as needed. We answer phone calls from the Fellowship asking for assistance with finding meetings and general inquiries.

**6.  Board and Committee support (23%) –** work with the Board and the Committees, as directed, including working with the board on moving forward with their strategic plan.

**7.**  **Bookkeeper Scope of Work (18%)**

SOS is responsible for all bookkeeping, including:

1. Cash Disbursements & Receipts
   1. Review expense reports for accuracy, obtain signature approvals per CoDA Policies, send to Treasurer for payment, record transactions in online accounting system, and record progress in tracking system;
   2. Compile documentation for paid invoices and contract payments;
   3. Ensure that all invoices/expenses/deposits are coded to the appropriate G/L account and uses the appropriate tracking number;
   4. Verify vendor account balances and statement, handle vendor inquiries and account discrepancies;
   5. Prepare Payables – assisting to pay all CODA bills in a timely manner.
   6. Maintain an up-to-date account balance of all cash disbursements and cash receipts.
2. Independent Contractors
   1. Obtain copy of signed contract;
   2. Obtain tax ids and current addresses for yearly 1099 tax preparation;
   3. Reconcile and prepare annual 1099 tax statements to be sent to contractors by end of January;
   4. Prepare submission of the 1096 and work with Treasurer and CPA to sign and submit by end of February. Copies to be sent to Treasurer and Finance Committee.
3. Financial Statements & Audit
   1. Prepares preliminary Financial Statements, retrieves financial records, generates financial summaries and provides backup documentation as needed by the CPA in order to prepare annual 990 and other returns as necessary. Copies to be sent to Board Treasurer and Finance Committee.
4. General Tasks
   1. Alert Treasurer of any irregularities or errors on bank accounts, merchant accounts and other credit card charges;
   2. Maintain historical records, i.e., scanned legal, invoices, contracts, etc. by scanning and filling documents;
   3. Provide input and follow accounting policies and procedures;
   4. Provide input and follow workflow as provided by CoDA, Inc.;
   5. Perform other duties as assigned from time to time by the Board.