

Sample Chapter Administrator Services

Executive Director of the Association under an Independent Contractor Agreement for Association services. Services to be provided include:

- Association Administration and record keeping
- Membership Services, Retention & Solicitation
- Coordination with ACCA National
- Maintain Local member & non-member Data base
- Establish E-mail member & non-member List serv
- Establish Broadcast member & non-member fax
- Coordinate Strategic Alliances
- Coordinate ACCA meetings & convention
- Committee coordination
- Coordinate CLE meetings & record keeping
- Approximately 8 meetings (Marriott)
- Coordinate other Association meetings and events
- Casino Cruise, Play the Ponies @Del Mar, X-Mas
- Coordinate any Pro Bono activities

The Executive Director will work directly with the Board of Directors and it's Officers to effectively carry out the objectives and programs of the Association. A monthly fee of \$2,000.00 will provide the above and will include all customary office expenses with the exception of special projects. Special projects could include:

1. Coordination of a local Member Directory Alpha list by counsel
 - Alpha list by Company
 - Alpha list for E-mail
 - Best practice or committee interest listing
2. Sponsorship Development for additional financing
 - to keep the Association Financially secure
 - to help finance additional member services
 - Pro Bono & Scholarship activity
3. Membership mailing needing postage
 - Stationary, printing & special invitations (Gala, etc.)
 - Any Association Travel and related Expenses