

ASMI Checklist

Annual Management Team Actions to Maintain Accreditation

Association & Society Management International, Inc. (ASMI) is committed to the highest level of service to its clients.

One way ASMI demonstrates this is through ongoing maintenance activities and focus on its accreditation status.

The ASMI Management Team is responsible for completing the following actions to align with the AMC Institute Accreditation Standard. **Meeting minutes of the Management Team or all-staff meetings must reflect these actions:**

1. Client contracts are reviewed during first management team meeting of the year to ensure contractual obligations are met. *(ANSI standard 3.3)*
2. Ensure client contracts contain confidentiality language and intellectual property rights in all renewing contracts. *(ANSI standard 3.6.1 and 3.6.2 and 4.6)*
3. Review Staff & Partner Matrix annually with all staff. *(ANSI standard 4.1.2)*
4. ASMI maintains annual plan for continuing education for personnel. *(ANSI standard 4.1.10 and 9.2.4)*
5. Hold all-staff meeting at least semi-annually to emphasize performance of service and effective internal communication. *(ANSI standard 4.1.8 and 4.3)*
6. Review annual work plans, client budgets, and progress reports for each client at least once a year as an internal measuring system seeking opportunities for performance improvement. *(ANSI standard 5.2)*
7. Plan Office Clean Up Day/Records Retention Day annually. *(ANSI standard 6.4 and 11.1 and 11.2)*
8. Maintain current job description for each staff member. *(ANSI standard 8.1)*
9. Conduct exit interviews; reviewed by management team. *(ANSI standard 8.2)*
10. Employee behavior/work is addressed as needed when problem is identified. *(ANSI standard 9.1)*
11. Onboarding for new employees. *(ANSI standard 9.2.1)*
12. Maintain document to track and record products from subcontractors *(ANSI standard 10.5)*
13. Conduct inventory as needed for in-house client products. *(ANSI standard 10.5)*
14. Review continuity plan and building evacuation plan with all staff annually. *(ANSI standard 11.3)*
15. Review Operations Manual/Accreditation Application with all staff annually. *(ANSI standard 12.1.1)*

Contact

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