



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

One way ASMI demonstrates this is to conduct a thorough review each year with each client's leadership. Contractual arrangements are reviewed including compensation and period of performance, evaluation findings, insurance coverage and other recommendations and disclosures.

ASMI Checklist

Annual Management Disclosures & Recommendations

Each ASMI Account Executive (or their respective management counsel, if one is assigned) is responsible for presenting the following recommendations and disclosures to each client. This occurs either at the first meeting of each new board of directors annually, or during their annual Strategic Retreats if applicable. **Meeting minutes of each client must reflect these that the Disclosures & Recommendations were presented, and if any recommendations are declined (such as insurance coverage), the minutes must specify this:**

1. We recommend an annual performance evaluation of ASMI according to the contracted scope of work.
(ANSI standard 3.2 and 5.1)

2. Our management agreement period of performance is _____.

The compensation is \$_____.

The scope of work includes full-services management requisite to successful operation of a not-for-profit organization including financial management, all HR and personnel, meetings production, communications, governance and other support. If the opportunity for new activities arises or should existing projects exceed specifications in the scope of work, ASMI will present a proposed contract addendum for consideration.

(ANSI standard 3.4)

3. We recommend the organization undertake activities according to an Annual Work Plan.

(ANSI standard 4.2)

4. ASMI maintains a social media policy that applies to employees and contractors representing ASMI or its clients. The expectation is to participate online in a respectful, relevant way that protects ASMI and client reputations, and follows the spirit of the law.

(ANSI standard 4.7)

5. Per ANSI standard, we circulate the completed I-990 IRS report to the board annually.

(ANSI standard 6.1)

6. We are required to disclose all income for the preceding fiscal year from hotel and other commissions, finder's fees and any other sources. ASMI is accredited by the International Travel Agency Network (accreditation #49-6-5876-6) and commission is earned on hotel rooms that does not impact client negotiated terms and concessions. In _____, ASMI received _____ for _____.
(ANSI standard 6.5)
7. We disclose that ASMI considers being away from home on work travel to be a personal hardship and it is our policy that frequent traveler points from airlines and hotels are for the personal use of employee.
(ANSI standard 6.5)
8. The ANSI standard for association management firms expects ASMI to suggest to its clients an annual independent audit of all financial transactions and records by a qualified third party, paid for by the client.
(ANSI standard 6.6)
9. The ANSI standard requires ASMI to recommend appropriate insurance including but not limited to General Liability, Directors & Officers (D&O), Errors & Omissions (E&O, with standard-setting riders as appropriate), Property, Employee Dishonesty and Cyber insurance coverage for Association Professional Liability Insurance (APLI) to include those component coverages.¹ If declined, it shall be recorded in writing in Board minutes or other appropriate record. _____ *has in place the recommended coverage (or specify what they have declined and offer a current quote to secure).*
(ANSI standard 6.7)
10. ASMI has a continuity plan in the event that HQ operations are impacted by a catastrophe. President Elizabeth Armstrong is our crisis manager and company spokesperson, barmstrong@asmii.net, 703-244-1213. We have offsite ASMI personnel assigned to support crisis communications, and they know how to reach key officials for each association. If the HQ location is not accessible, personnel will operate remotely and if meeting facilities are needed, the residence of Elizabeth Armstrong will be used in the DC area.
(ANSI standard 11.3.2)

Contact

Accreditation Champion Kate McClimans, KMcClimans@asmii.net.

¹ APLI covers: An association's directors, officers, employees, volunteers and committee members with respect to their professional management activities of being a board member; and the association itself when named as a defendant. Types of APLI are E&O (Errors & Omissions) and D&O (Directors & Officers). Actual Professional Liability especially with respect to any standard setting or certification is excluded from typical D&O, and the board must consider whether a separate, stand-alone PL policy is wanted to ensure coverage. GLI protects business from bodily injury claims, property damage claims and personal or advertising injury claims.