



MOORE Kingston Smith
Association Management

ASSOCIATION MANAGEMENT



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Moore Kingston Smith Association Management (MKSAM) is one of the largest association management companies in the UK and is part of the Moore Kingston Smith group of companies; a top 20 firm of chartered accountants and business advisers.

MKSAM have an experienced and dedicated team of specialists who work closely with not for profit organisations such as trade and professional associations, membership bodies, learned societies and charities. For over 20 years, MKSAM has refined and enhanced its services, implementing best practice methods to drive organisations forward. This advantage makes us one of the leaders in the association management sector.

We can provide you with a carefully tailored package along with a team who are committed to helping you meet your objectives effectively.

Building an Association

MKSAM's experienced team offers strategic guidance and tactical support during the crucial stages of an organisation's incorporation and launch. We are committed to delivering the best advice and results to our clients, including ongoing support. Our expert account managers assist organisations through:

- Initial formation strategies and execution
- Membership growth
- Ongoing market leadership

We use industry best practice techniques to ensure our clients receive seamless execution and quality support, paired with the highest level of customer service and response times.

Secretariat Services

We offer the full range of executive management and secretariat services via our secretariat team. They can coordinate the implementation of clients' annual plans, ensure client meetings are

managed effectively and make sure clients comply with all constitutional and statutory requirements.

The team also manages awards schemes and client publications along with providing guidance, expert advice and strategy direction on all membership and not for profit organisation matters.

Membership Lifecycle Management

We understand the challenges faced by many membership bodies in retaining their membership. Experts in the lifecycle of a member – from student to retirement – we can assist clients every step of the way.

MKSAM quickly identifies the challenges our clients may face and promptly offer effective solutions. Through our deep understanding of the lifecycle, we integrate people, processes and systems to create the backbone for successful growth plans.

Financial Administration

Our experienced financial team's top priority is to provide transparent, accurate and efficient financial management. We work directly with key stakeholders, providing sound financial insight to facilitate their success.

Our services cover:

- General ledger reconciliation and financial reporting
- Payroll, audit and tax support
- Budgeting and forecast creation and management
- Financial policy, procedure creation and compliance
- Full cycle bookkeeping

Website and Database Services

It is vital for organisations to implement strong digital strategies to drive the business forward and ensure they are not left behind. MKSAM helps clients to define their digital transformation through

powerful and effective solutions. We help our clients transact more efficiently by creating highly responsive, mobile-friendly websites that are linked directly to membership database and social media platforms.

GDPR

The General Data Protection Regulation (GDPR) came into effect from May 25 2018. Our GDPR consultancy powered by ClearComm, has the experience and expertise to work with organisations to ensure they are not only fully compliant, but through our training programme, can provide key personnel with the tools to ensure that their organisation remains compliant in the future.

At Moore Kingston Smith we have taken a very positive view to the GDPR; organisations should use the regulation as a framework to ensure they follow the best practice for managing and making the most out of the data they have. We provide easy to implement solutions and closely work with and support our clients to become compliant.

Event Management

Our team of experienced event organisers aim to deliver faultless events that exceed the expectations of our clients.

We define, plan, and stage client events from a fresh perspective. We like to work closely with our clients and can help you to prepare your event budget and programme to ensure your aims are met.

Additional services include:

- UK & international event planning
- Project management
- Venue search and selection
- Contract negotiation
- Shipping co-ordination
- Supplier research & management
- Onsite support
- Audio/visual management
- Catering management
- Post event co-ordination

Membership Management

Our membership experts handle the day-to-day interaction with clients' members. We offer exceptional customer service and unprecedented attention to detail, while serving as the first line of response to our clients' membership bases. Not only does this ensure that members receive consistent and smooth communication, but we also free up our clients' valuable time.

Membership Management services include:

- Membership application
- Payment processing
- Renewal process management and execution
- Member communication
- Membership recruitment coordination
- Mailing list management
- Database management and report generation
- Password issuance and support
- Order fulfilment
- Certification and CPD facilitation

Scalable Flexible Services

One of the many benefits of working with MKSAM is our scalable and flexible engagement models, designed to assist, whether you need help with a single event/project or full team support.

We offer outsourced, tailored services to supplement existing staff, one-time project support, or dedicated teams to act as your organisation's workforce.

Just tell us your challenge and we will work with you to customise the right support solution.

Launching an association?

Our experienced staff can provide the strategic direction to get your organisation off to the best start.

We will make sure you have the right governance, structure, processes and procedures in place.

To find out more about our bespoke services and how we can help your organisation, please contact us.

MOORE KINGSTON SMITH ASSOCIATION MANAGEMENT

MKSAM is one of the largest and most established association management firms in the UK.

If you are responsible for a trade or professional association, society or membership body, we have all the back-up you need to deliver a streamlined service.

Our dedicated team creates tailored packages enabling you to flex our resources as and when you need them. We ensure you remain cost-effective and efficient for your members. With operational matters taken care of, you have time to focus on strategy and moving your organisation forward.

Beyond outsourcing, you can also count on us for trusted business advice. We've been providing best practice guidance to clients just like you for more than 20 years.

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