

FACTSHEET

Subject : **Executive committee support**
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Place : Nijkerk

Executive committee support

Many professional organisations are growing into increasingly large and professional associations. This growth leads to the executive committee coming under higher pressure, also due to the increasing volume of preparatory and operational activities. When a professional association manager is engaged, the executive committee is relieved of day-to-day activities and it is advised. In addition, the secretariat is directed internally.



Our association managers support and assist the executive committee where possible, which means that you, because you are relieved of preparatory and operational matters, have more time for managing the organisation.

Association management

We think that drawing up an agenda comprises more than recording a list of subjects to be discussed. We join in the thought processes of executive committee members and submit proposals related to substance. Our efforts enable principals to manage and to hold meetings efficiently, facilitating the organisation's development to an optimum degree.

Scope

Our services in the field of executive committee support include:

- circulating notices for executive committee and other meetings;
- making substance-related preparations for executive committee and annual meetings;
- taking the minutes of those meetings;
- carrying out/coordinating action items arising from the meetings;
- consulting and corresponding with third parties on behalf of the executive committee independently;
- submitting management reports to the executive committee;
- substance-related policy support/strategy development;
- acting as the primary contact for the secretariat and the executive committee;
- conducting overall operational coordination.

Interested?

Please contact us for further information and/or a quotation free of engagement.

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