

Association Management Service



SILVER DEAL - €175.00 + VAT

- Lockable filing cupboard
- Storage for Archives
- Monthly meeting on our Business centre premises
- Mail & Postal address service
- Self-service coffee centre

GOLD DEAL - Silver plus the following - €325.00 + VAT

- Additional lockable filing cupboard
- Additional Storage for Archives
- Weekly meetings on our Business Centre premises
- Private telephone in CBC for outgoing calls and redirected incoming calls
- Catered drinks service during your meetings
- Use of a private office

PLATINUM DEAL - Gold plus the following - €475.00 + VAT

- Telephone answering service for your organisation
- Secretarial services to arrange all your weekly meetings
- Preparation of minutes of Board / regular meetings
- Administration / filing / update of minutes to your members

ADDITIONAL SERVICES - Optional

- Association Registration, compliance advice
- Virtual PA Service (ViPA)
- Access / use of our specialised Membership software
- Server hosting in our Server Facilities
- Handling of all correspondence, mail, electronic mail
- Issue of membership invoices, collection and follow up, payments handling
- Bookkeeping, annual audit service
- Social media / public image advice and support
- Website development
- Organisation of cocktails, events, promotions

For a specialised service tailored to your specific needs contact our Business Centre Manager at info@citybusinesscentre.com.cy or call us on Tel: 22762172.

Our Worldwide AMC Associates

SMITHBUCKLIN OF CHICAGO
MCI GROUP OF SWITZERLAND
KELLEN EUROPE



City Business Centre

ACCREDITED MEMBER OF THE AMCI

www.citybusinesscentre.com.cy

More than just an Office!

Association Management Service



What is Association Management?

Association management is the provision of managerial, operational and administrative support to Trade associations, Professional associations, Charities and not-for-profit organisations with the aim of cutting their running costs and improving their efficiency. At CBC we will provide the professional staff, office space, IT support and specialised software that your organisation requires to operate efficiently and power forward.

Association Management – A Growing Trend

Due to rapid changes in the world economic environment, co-work spaces and association management services have become widespread. This has resulted in cost savings, improved efficiency and improved revenues of associations and charities.

At CBC we closely follow global trends regarding office solutions, work spaces, and management services. We use a for-profit approach to run not-for-profit associations to save costs and improve revenue. Wherever possible, we outsource services to get the best expertise. Our staff can assist in fundraising and cultivating relationships with potential industry partners and CSR Managers.

CBC - Association Management Service

- Financial /Accounting services
- Membership administration / Software support
- Meeting / Event Management
- Storage / Office space / Meeting rooms
- IT Infrastructure / Server hosting
- Secretarial services / Admin support
- Media Support / Advisory services

CBC - 10 Benefits of Association Management Service

- Affordability
- Time to focus on strategic goals of the organization
- Access to specialized staff
- Up-to-date technology (software and hardware)
- 24/7 Access to CBC facilities and staff
- Customized service plan for your needs
- Networking possibilities
- Fixed monthly cost
- Data storage and safety
- Continuity and Better results

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