



### **EFFICIENCY**

Whether your Association has 10 members or 10,000 members we have the skills to run the behind the scenes, day to day activities to keep you members happy.

Do you have a volunteer Board of Directors? We can provide assistance during the transition between Boards.

Do you have multiple sub-Committees? We can manage their members, organize conference calls, and take meeting minutes.



### **WEB SOLUTIONS**

Looking for a dynamic newsletter to keep your members up to date with coming events? Are you in need of regular website updates?

Have you experienced Social Media yet? Setting up and managing online profiles can be time consuming, but a great way to network in keep in contact with your members.



### **BUSINESS SUPPORT**

While we have proven skills in Association Management and Event Planning, we also offer general administrative support. From transcription to managing calendars to project management, we can support your day to day needs.



Association  
Management  
Event  
Planning



Murphy Assistants  
Fairless Hills, PA  
Toll Free: (888) 257-5702 x81  
info@murphyassistants.com  
www.murphyassistants.com



# Working for *your* Association.

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Murphy Assistants gets the challenges facing your Association today. The state of our economy demands not just cost effective business strategies but innovative ones as well.

Traditional business models involved physical offices and onsite staff that were employed year round. Budgets today are being stretched, and it just makes sense to have staff that are available when you need them, but are not "on the clock" when you don't.

## **ASSOCIATION MANAGEMENT**

Membership  
Approvals  
Prospect queries  
Invoicing  
Collections  
Account set up and updating  
Website creation  
Website updating  
Webinar organization and hosting  
Member support  
Helpdesk liaison  
Conference call coordination and hosting  
Primary contact mailing list  
Aweber email blasts  
Board of director elections  
Member newsletter  
Listserv and/or forum administrative posts

## **CONFERENCE, TRADESHOW AND EVENT PLANNING**

Project Plans  
Web based registration services  
Event Marketing  
Session and Speaker Coordination  
On Site Assistance  
Vendor Liaisons  
Coordinate with decision makers for event  
Concierge Services  
Lodging and/or travel arrangements  
Catering  
Rental Car arrangements  
A/V  
Teleconferencing and/or training via WebEx  
Final bill reconciliation and post conference analysis

Many Associations also are run by a volunteer Board of Directors, which presents its own set of challenges. Many volunteers are faced with increasing challenges outside of their volunteer role, and reasonable so.

What Murphy Assistants offers is a behind the scenes partner who assists your Board of Directors to get the basics done, leaving the Board the time to focus on the big picture.

Murphy Assistants is a team of virtual professionals who will meet all of your business needs and provide support to small businesses from a distance.

Outsourcing reduces employer costs for equipment and benefits. Murphy Assistants maintains and runs a fully functional office which eliminates the need for additional office space. Customer satisfaction is our number one priority. We offer quality services for a reasonable cost.

Murphy Assistants offers association management including membership and database maintenance, full service conference planning, event planning, and event management.

**LET US DO THE BEHIND THE SCENES WORK FOR YOU.**

Visit [www.murphyassistants.com](http://www.murphyassistants.com) for more information about our team!

