



ACTIVE 20-30 US & CANADA
915 L Street, Suite 1000
Sacramento, CA 95814

NATIONAL ASSOCIATION Support Services
provided by Nossaman LLP

Nossaman LLP serves as an independent contractor to coordinate and manage Active 20-30 US & Canada's national program through a complete administrative system of staff support (executive director, deputy director, controller, meeting planner, administrative assistant and receptionist) and national headquarters (office space, furniture and equipment). Below are the specific support and services the Association currently receives from its National Office:

➤ **Staff Support**

Club and Public Communications Management: preparation and distribution of all outgoing communications and mailings, and ongoing interface, assistance and support for Club and public inquiries/information requests, including membership referrals, charter development, non-profit/charity tax issues;

Membership Database/Records Management and Administration: management of all records, membership directories, lists and databases (including rosters, master calendar);

New Member and Past Active Life Program Management: administration of program and coordination/liaison with and between clubs and National Store.

Financial Management and Accounting: development and management of annual budgets and spending plans, financial management and bookkeeping (accounts payable, accounts receivable, billings, collections, annual dues administration), preparation of comprehensive financial reports, and coordination with Budget & Finance Committee, Board of Directors, financial institutions and accountant;

Annual National Convention and AGM Coordination: planning, development, implementation and related assignments (in concert and consultation with the National Board and National Convention Host Club);

Annual Awards Program Management: program coordination, club communications and staff support for National Awards Committee;

Newsletter Editing and Production: preparation and production of Active 20-30's National newsletter, including all related coordination, development and follow-up;

Board and Committee Liaison: ongoing interface, communications, coordination and staff support with/for the National Board and Committees on programs and activities;

Board Meeting Coordination: organization, preparation and staffing for Active 20-30 National Board Meetings, including corporate secretary support;

Regional Meeting Coordination: assistance and support for National Directors in organizing, publicizing and staging semi-annual regional meetings;

International & WOCO Communications and Interface: liaison, communications and coordination with International and WOCO representatives on programs and activities;

New Charter Coordination and Administration: staff support to National Board, National Membership Committee and prospective clubs on club expansion and development issues, including preparation and dissemination of charter materials;

National Store Liaison: coordination and management of contractual relationship between Active 20-30 and its National Store/Official Supplier;

Web Site Management Assistance: liaison with National Webmaster regarding ongoing maintenance and development of National Web Site (www.active20-30.com);

Outreach and Special Communications: in conjunction with the National Board and Committees, staff support for Active 20-30 National promotional programs, including public relations and membership recruitment/retention; and,

General Administration: general reception (including management of dedicated telephone and voicemail systems), management and maintenance of all Active 20-30 correspondence and files, coordination of corporate and association administrative business (e.g., elections, bylaws, policies and procedures, corporate filings, etc.), liaison and coordination with outside service providers, national store, insurance broker, consultants and other vendors.

➤ **National Headquarters (Occupancy)**

Office Space: a modern, fully-furnished and equipped national headquarters office and information clearinghouse for responding to member needs and public inquiries, including staff offices, basic supplies, limited storage, conference rooms, library, workroom facilities, and visitor offices; and,

Equipment: state-of-the-art computer system with a sophisticated template package that creates consistency and standardization of documents, and a document management system that offers version tracking and integrity; dedicated telephone and voicemail systems and office equipment (e.g., photocopiers, incoming and outgoing fax machines, postage meter, scanner, etc.).