

See the Difference Accreditation Makes

**Proven Standards.
Proven Accountability.
Proven Commitment.**



The Preferred Choice

Find an Accredited AMC

If your not-for-profit or association is considering contracting with an AMC, start your search with companies that have completed the AMC Institute Accreditation process. This select group of accredited AMCs can be found at: <http://amcinstitute.org/amci/accredited.cfm>

Thousands of associations rely on Association Management Companies to help accomplish their goals and missions. Of the 500-plus AMCs around the world, just over 50 have achieved AMC Institute Accreditation, the most demanding and comprehensive process in the industry, recognized and supported by ASAE & The Center for Association Leadership. These select AMCs have demonstrated the commitment and ability to consistently deliver the highest level of management services.

Introducing the AMC Model

More than 4,600 associations and not-for-profits worldwide rely on Association Management Companies to help raise their organization to the next level. AMCs provide these service organizations with valuable access to full-time or part-time experts who are experienced in the not-for-profit and association world, acquainted with best practices and knowledgeable about shared resources.

AMC staff experts include specialists in:

- Executive, administrative and financial management
- Strategic planning
- Membership development
- Public affairs and lobbying
- Professional education and development
- Statistical research
- Meetings management
- Marketing and communications



Because AMCs serve a number of association and not-for-profit clients, their experience and knowledge base are both broad and substantial, making them a valuable partner and resource.

AMC Institute is the leading international trade association for the AMC industry, representing more than 150 member AMCs around the globe. AMC Institute members are the *recognized* choice for full-service association management or specialized consulting services.

Accredited AMCs: The Preferred Choice

Of the more than 500 AMCs worldwide, *only an exclusive group* have demonstrated the commitment and ability to consistently deliver the highest level of services to their association and not-for-profit clients.

These select AMCs have achieved AMC Institute Accreditation and, in doing so, have become the *preferred* choice of associations and not-for-profits around the world.

AMCs that have earned AMC Institute Accreditation have proven through an independent audit that they operate with the highest level of professionalism and responsibility, and consistently meet or exceed all industry requirements.

AMC Institute Accreditation

The accreditation process offered by AMC Institute is the most demanding and comprehensive in the industry. The process is recognized and supported by the American Society of Association Executives (ASAE) & The Center for Association Leadership, and is based on the American National Standards Institute's (ANSI's) "Standard of Good Practices for the AMC Industry," which requires, among other things, that each standard of good practice be reviewed and updated regularly. AMCs are evaluated on the following standards:

- Client Contracts: Review Procedures and Requirements
- Servicing the Client and Service Delivery Procedures
- Project (Service) Completion, Reviews, and Post Contractual Procedures
- Financial Management and Internal Controls
- Insurance Coverage
- Employee Recruitment and Selection
- Employee Training and Professional Development Procedures
- Subcontracting and Purchasing Requirements
- Record Keeping Requirements
- Internal and External Review Requirements

Once accredited by AMC Institute, AMCs must earn re-accreditation every four years, demonstrating to an independent outside auditor that they continue to meet these high standards. And, should an association or not-for-profit client ever have a complaint, the accreditation process provides them with important additional protections – including an approved process for addressing complaints and the potential loss of accreditation status on the part of the AMC should it not follow or meet a standard.

**See the Difference Accreditation Makes:
Proven Standards. Proven Accountability. Proven Commitment.**

"I have performed the accreditation review for more than 10 AMCs and the principals all agreed that the review process strengthened the systems and operating procedures of their Association Management Company. During my reviews, I interviewed several AMC employees and satisfied myself that all were very familiar with and followed their AMC policies and procedures. I believe that the AMC Institute Accreditation process has helped to improve the quality of service that these AMCs provide to their clients. The accreditation standard is clearly the highest quality service benchmark an AMC can meet and I have seen the difference it makes for AMCs and the associations they serve."

*William J Barnes, CPA
Givens & Barnes*

"Based on my experience advising accrediting bodies, the AMC Institute Accreditation process is extremely comprehensive and thorough. It is an excellent measure of the capabilities and quality of an AMC and provides AMC clients and potential clients with a critical evaluation tool."

*Hugh K. Webster, Esq.
Webster, Chamberlain & Bean*



AMC Institute
700 N. Fairfax Street, Suite 510
Alexandria, VA 23314
571-527-3108
info@AMCInstitute.org
www.AMCInstitute.org

AMC Institute is the leading international trade association for the Association Management Company (AMC) industry. With more than 150 member AMCs worldwide, AMC Institute promotes service excellence among AMCs, and strives to raise awareness of the industry by establishing AMC Institute members as the recognized and preferred choice for quality association management and professional services. For more information, visit our Web site at www.AMCInstitute.org.