

The Association Management Services Team at Dykema includes a dedicated group of professionals with extensive experience in all aspects of assisting with the administrative and management aspects of an association, allowing the association leaders to confidently focus on their mission.

Our team can provide the following services:

Board Governance

- Attend association board meetings
- Draft organizational documents (articles, bylaws)

Membership

- Maintain membership list and associated databases
- Assistance with recruiting
- Categories of members

Education, Training, and Event Planning

- Coordination of conferences, trainings, and meetings
- Membership annual events
- Coordination of facilities, catering, etc.

Tax Compliance

- Obtain and maintain tax-exempt status
- All annual tax filings

Communications/Marketing

- Association updates
- Board member contacts
- Website management
- Association newsletter preparation
- Social media management

Advocacy/Public Policy Consultation

- Legislative and lobbying services can be provided

Legal Area Support

- Legal counsel related to all areas of nonprofit law, such as employment, real estate, intellectual property, and contract matters

Corporate and Political Compliance

- Annual corporate filings
- PAC and Lobbying registrations and filings

Financial/Account Management

- Work with the association's treasurer to maintain financial records
- Establish and maintain the association's bank account
- Process all deposits and expenditures at the association's request
- Assist with creation, implementation and tracking of annual budget

Data Management

- Association documents
- Membership lists
- Financial accounts

We would be happy to assist in efforts to establish or maintain your association. Our experience allows us to effectively and efficiently handle any of your association management needs. Because of our knowledge and experience, we have been successful in having client associations operate in a timely manner without excess follow-up.

Ongoing management and compliance costs are usually completed on an as-needed basis, which means an association can select the services they need, with the option of making necessary additions. This can be provided at a competitive hourly rate or charged on retainer.

If you are interested in obtaining more information about our Association Management Services, please contact a member of our team.

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