

# Worry-free administration

You can outsource the day-to-day activities of your association to Assistance Office Swan v.o.f (SWAN). We have been supporting professional associations since 1998 by helping them carry out administrative duties, such as the financial administration, communication and organisation of events. This way, we relieve the administrators from a number of practical duties, thus allowing them to fully focus on setting the policy of the association and planning meetings. This helps us contribute toward developing and growing your association.

## Board-level support

SWAN is able to operate as a full-service secretariat to the Board including services such as planning board meetings, drafting the agenda and reporting and following up on action points decided on. In addition, we can guide the drafting process of your association's annual report.

## Members' administration

Managing and maintaining your members' administration, including invoicing of the annual contribution, can be outsourced to SWAN. Your members, customer relations and board members will have a central point of contact. Your association can always be reached via telephone and e-mail.

## Financial administration

Swan can ensure the entire financial administration of your association, including the preparation of the annual accounts for the purposes of a cash audit or accountant's audit. All of the incoming and outgoing invoices are thus handled by a single department and the financial status can be consulted quickly.

## Communication

We can take care of everything: from developing a communication plan, putting together a brochure or press release to keeping your website up to date and utilising social media. You can enlist us for all your communication needs. When organising meetings and events, such as conferences, workshops and courses, SWAN takes care of the entire organisation including arranging the venue, organising social events, contacting speakers, ensuring the invitation and registration of participants, marketing, on-site management, invoicing, evaluation and follow-up.

SWAN is a member of MPI Nederland.

SWAN is a small agency focusing on personal contacts and close involvement in the association. This is the only way we can guarantee the quality your members deserve. After all, their interests come first.

You can opt for an all-in association management package, but you can also decide to only outsource part of your association's duties to us. Do you want to know what SWAN can do for your association? Please contact us. We will be happy to discuss the possibilities with you. You can find an overview of our activities and clients via our website [www.aoswan.nl](http://www.aoswan.nl).

**Monique van Schevicoven**  
**Saskia van Dijk-Struyk**