

# NOT-FOR-PROFIT ORGANISATIONS

## Outsource your admin and streamline your time

*“Secretary.com.au’s professional services have far exceeded our expectations and contributed greatly to our success.”*

GWEN F (AM)



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Admin at a Profit<sup>®</sup>

# Outsourcing admin for Not-for-Profit organisations

Are you running a small to medium sized  
not for profit organisation on a limited budget?

Do you have 2 or 3 board members  
doing all the work for the whole board?

Are the same agenda items being moved from one meeting to  
another because they simply aren't getting completed?

It may be time to bring in the professionals!

## Secretary.com.au can assist with helping boards understand:

- the role of a NFP Office Bearer
- why outsourcing the administration to a secretariat will benefit your association
- when it is the time to outsource
- why a secretariat can add benefits to members
- how other NFP board's afford secretariat services

## Services include (but not limited to):

- Assistance in structure of the administrative function
- Primary contact for all member enquiries
- Maintenance of membership database
- Member communication
- Website maintenance
- Event management, including registration and payments of all functions/education programs
- Member/Event survey evaluations
- Liaising with third party suppliers
- Managing post/incoming correspondence
- Banking/reconciliation reports for the Treasurer
- Assistance in co-ordinating new initiatives

Available 7 days a week  
13 years experience  
We get it done, when others can't

*"SCA's experience and administrative service provides our organisation with seamless and on-demand support. SCA's focus on administration assists the Board in effectively representing our members interests."*

BERNARD W, HBCC

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