SEPT 2025

ASSOCIATION MANAGEMENT COMPANIES (AMCS) ADVISORY GROUP TERMS OF REFERENCE

PURPOSE

The principal responsibility of the association management companies (AMCs) advisory group is to create a network for leaders of association management companies to share success stories, explore creative solutions and discuss unique challenges. The AMCs advisory group will promote member value by fostering learning, networking, and resource sharing opportunities that directly benefit leaders of association management companies. The AMCs advisory group will meet regularly to develop opportunities and programs that support leaders of association management companies.

ACCOUNTABILITY

The AMCs advisory group operates within the strategic direction of CSAE. The advisory group reports to CSAE's volunteer relations specialist who is accountable to the President & CEO.

AUTHORITY

The AMCs advisory group will:

- Foster an inclusive environment for members to engage and network.
- Collaborate and support each other.
- Exchange ideas and share knowledge.
- Assist CSAE in resources development to learn, connect, and engage leaders of
- association management companies in the community.

TEAM SUPPORT

CSAE employees, as designated, provide support to the AMCs advisory group through full professional and administrative services.

ADVISORY GROUP MEMBERSHIP

The AMCs advisory group is comprised of a minimum of five to a maximum of twelve members. Term: members agree to serve for a minimum of one year, renewable once. A chair will be appointed at the beginning of the term and serve as chair for one year.

ADVISORY GROUP MEETINGS

SEPT 2025

The AMCs advisory group meetings will be held virtually on Zoom, four times per year; every three months. Additional meetings/work may be required during the year. The frequency of meetings may be reassessed by the advisory group and adjusted as nee needed.