

## **Section A: Administration**

### A-5 Relationship with Association Management Service Provider

**Review Responsibility:** Executive Committee, Board of Directors, and Membership

**Policy Statement:** It is ASTA's policy that the association retain the services of an association management services provider rather than operate as a "free-standing" association with direct association employees and staff.

**Purpose:** To allow ASTA to focus on key membership services programs, such as government relations, rather than on administrative issues related to managing the association, and to allow ASTA to make the most effective use of limited financial resources.

**Procedure:**

- The ASTA Executive Committee is responsible for the annual review of management firm performance and negotiation of an agreement to provide services, and shall provide regular reports to the Board of Directors.
- The Executive Committee will provide the Board with its recommendation on the retention of the management firm on an annual basis in conjunction with its discussion with the firm on future provision of services.
- The Executive Committee will conduct a financial review and analysis of management fees every five years. It is recommended that an outside consultant be retained to conduct this review.

Approved: May 2003  
Amended: July 2018