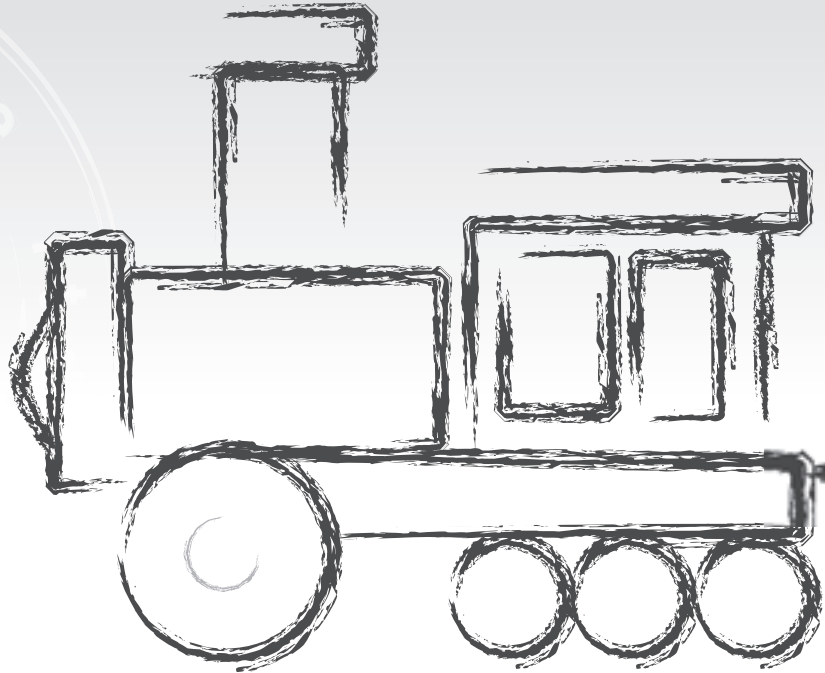




Do you volunteer on any committees, councils or boards?

How many times have you walked away excited at the ideas exchanged during committee meetings just to see the ideas come to nothing because the busy schedules of committee volunteers made follow-up impossible?

Is your association...



... **On Track for**
Success? ➤



... **Gearing Up**
for Growth? 





**We can
help!**

Intellitrain is an Association Management Company (AMC).

We understand membership-based, volunteer-driven associations.

Our specialised **Intellitrain Association Management Solutions** enable your association to focus on what it does best, taking care of the details so you can focus on the big picture. It's simple – **YOUR SUCCESS IS OUR SUCCESS.**



Intellitrain is a member of the AMC Institute and abides by its Code of Ethics & Professional Practice.



Intellitrain is a proud supporter of the "Associations Make a Better World" campaign which seeks to promote understanding of the association model as a significant contributor to societies and economies worldwide.

What We Do?

What is an AMC?

"An association management company is a firm of skilled professionals whose goal is to provide management expertise and specialized administrative services to trade associations and professional societies in an efficient, cost-effective manner... Based on the concept of shared resources, an association management company provides volunteer organizations with the expertise they need when they need it."

-- The AMC Institute (formerly The International Association of Association Management Companies)

Why an AMC?

Efficiency • Expertise • Experience

These three E's are what the American Society of Association Executives, the premier organization for association professionals, find to be the critical operating principles of any professional AMC.

Intellitrain understands that **time volunteered by association leaders and volunteers is a precious commodity.**

We help **leverage and maximise the time and efforts of your volunteers** and full time secretariat staff. By matching your relevant subject-matter or industry knowledge and expertise with our specialised solutions, you deliver results and services that **stay aligned to the changing needs of your stakeholders**, whether regulators, employees, members or industry.

You bring your ideas. We do the rest!

Your Association Brings

1. Industry Expertise
2. Dedicated Volunteers
3. Networks & Contacts
4. Ambitious Plans & Great Ideas

Intellitrain Brings

1. 25 years combined experience working with associations/volunteers
2. Expertise in membership services, communications, meetings & events, finance & IT support
3. Commitment to your vision
4. "Your success is our success" mindset

How Can We Help?

Why grapple with administrative tasks and logistical challenges, when you could **focus your energies on your association's vision, strategy, policies and leadership?**

Our **scaleable services** meet your current requirements, yet grow with your organisation's needs. You choose whether to outsource only specific tasks, part of your overall functions and activities or all of them. Whatever makes the most sense for you at any given time.

Our **comprehensive** suite of services spans the entire life-cycle of your association – from conception to growth to maturity.

Best of all, **we preserve your association's individual identity**, including the use of association-specific letterheads, business cards, web sites and dedicated phone lines. External audiences that contact our association clients rarely are aware that they are being managed by an external professional company. This helps **enhance the profile and standing of your association.**

| Your Need | *Our Solution |
|---|--|
| Have an idea for a new association? | Association Start-up Services |
| Want a more visible and reliable presence to serve your members, industry and stakeholders better? | Association Headquarters, Professional Secretariat Support & General Administration Services |
| Need to plan and implement events that inform, educate, entertain and connect, while driving membership growth? | Conference, Events and Meeting Management Services |
| Plan to grow your membership or deliver better services to your existing members? | Membership Services |
| Want to establish regular and relevant communication with members and stakeholders on critical association and industry issues? | Communications Services |
| Wish someone understood the special technology concerns of associations? | Technology Solutions |
| Want to meet your members' or their industry's professional development needs? | Training, Education, Continuing Professional Development Services |

*For more details on our services, please refer to the Service Sheet enclosed with this brochure.

Why Intellitrain?



1. Our Cost-Effectiveness

Tired of recruiting, re-hiring and re-training secretariat staff? Why hire one more person when you can benefit from the **expertise and experience of our entire team** for the same price or less?

For a **reasonable fee**, gain access to the specialised skills of our Association Management team in strategic management, project management, event planning and management, communications, membership management, IT services, administration and finance.

Best of all, you enjoy the **accountability, consistency and reliability** of working with a professional partner.

2. Industry Leaders in Asia

As **one of Singapore's pioneer Association Management Companies** providing outsourced services exclusively to professional bodies, business & trade associations and not-for profit

organisations, we combine a **visionary** business model with depth and breadth of experience and expertise in providing association management and development services.

We abide by the AMCI Code of Ethics & Professional Practice to ensure the **highest standards of professionalism and quality of service delivery**.

3. Our People & Processes

Our team brings **25 years of experience and passion** working within and with professional bodies, business/trade associations, voluntary welfare organisations and other not-for-profit organisations. **We understand first-hand** the challenges of managing an organisation that relies heavily upon the goodwill and resources of volunteers.

We deploy **solutions and processes** specifically designed to meet the needs of membership-based volunteer-driven organisations. We equip

our staff with the **skills and knowledge** relevant to managing associations and work according to **policies you determine best** for your association.

4. Our Track Record

We are the **preferred service provider** for leading professional bodies, societies and associations in Singapore, including:

- Singapore Academy of Law
- Singapore Institute of Arbitrators
- Society of Construction Law (Singapore)
- Society of Trust and Estate Practitioners (Singapore Chapter)
- The Law Society of Singapore

5. Our Attitude

Intellitrain is motivated to help you succeed because we see **your success as our success!**

We know that successful programmes and efficient operations which benefit our clients, their volunteers and their members, ultimately benefit us.

