



## Virginia Society of Association Executives

The Virginia Society of Association Executives is the only association in Virginia which serves the state's association management industry. VSAE focuses its resources on the professional development needs of its members by providing information, education and ideas to assist association executives in their profession. The collective voice for your profession in Virginia is VSAE. There are two types of membership:

- **Active** – executive staff personnel devoting fifty percent or more of their working time to voluntary, trade, professional, educational, philanthropic, technical or similar types of organizations which have either members, donors or both. A discounted membership is available for executives who live more than 50 miles from Richmond. Active membership is individual and non-transferable.
- **Associate** – individuals in industries who supply goods or services to association executives.

## Member Services and Benefits: NETWORKING-MAKING THE RIGHT CONNECTIONS

### Education

- **Monthly Seminars** - To help develop and enhance association management skills, VSAE offers seminars and luncheons featuring expert speakers on current topics. For a nominal fee you can hear topics such as membership retention, non-dues fundraising, long-range planning, innovative strategies for association management, and hiring/firing techniques. The seminar and luncheon topics are eligible for earning points toward receiving/maintaining the CAE designation.
- **Reference Library** - The VSAE office offers a lending library for use by members. The library includes publications from speakers, ASAE, the U.S. Chamber of Commerce, and other nonprofit organizations.
- **CAE Study Group** - Association executives working to earn the CAE designation learn together at VSAE's study sessions. All sessions are facilitated by current certified association executives.

### Networking Opportunities

- **Monthly Meetings** - Seven times a year, VSAE hosts a complimentary reception and luncheon at a Richmond facility. The luncheons are a membership benefit and provide a terrific opportunity to network with your peers or clients.
- **Annual Conference** - Held in the spring and consists of educational, recreational and networking programs. This event rotates among facilities around Virginia. Seminars held are designed for both association executives and suppliers.
- **Fall Marketplace** - The largest event of the year. It combines educational opportunities and networking with the opportunity for over 120 firms serving Virginia's association and meeting industry to showcase their products and services in a trade show setting. Dynamic seminars, a trade show, and lunch are all included for a nominal charge.
- **Holiday Luncheon and Silent Auction** - Our most popular event! Nearly 100 items are available at the auction. The money raised helps improve educational programs and services for VSAE members, and a portion of the proceeds benefit a local non-profit organization.

### Publications

- **Association Press** - This official monthly publication of VSAE keeps members up-to-date on regulatory and tax issues, trends, new ideas, meetings and conferences, member achievements, and association activities. It provides an advertising opportunity for suppliers of products and services that benefit the association market.
- **Membership Directory** - This important resource tool is updated and distributed annually. It provides immediate access to the executives of the state's professional and trade associations. Executives use the Facilities Guide as a reference to association suppliers. Supplier members use the executive listing for information on an association's meeting schedule, location preferences, and available dates. The directory provides an additional advertising opportunity for suppliers of products and services.

### Member Services

- **Website: [www.vsaе.org](http://www.vsaе.org)** - The VSAE website is designed to give you the most up to date information as it becomes available. You can check the calendar and register for upcoming events, pay membership dues and find members' information using the database. A complimentary Career Headquarters section is available here where job seekers may post their resume or employers can post available positions. Active members may also use the broadcast e-mail function to communicate with the membership, the board, or committees.
- **Government Affairs** - Through our Government Affairs Committee, we continually monitor proposed legislation that may adversely affect Virginia associations.

### PLUS MUCH, MUCH MORE...

**VSAE Staff:** Just give us a call. The VSAE staff is always ready to assist you.

# Membership Application

To join online using your credit card, visit our website at [www.vsaе.org](http://www.vsaе.org). You can also complete the application below and fax to (804) 747-5022 or return by mail with your form of payment. Please print or type:

## Member Information:

Name: \_\_\_\_\_ Designation(s): \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If you should have more than one fax number available in your office and would like to include those numbers under one consent form, please list them above.

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Birthday: \_\_\_\_\_ Referred By: \_\_\_\_\_

## Association Information:

Annual Budget (choose one): Under \$500K \$500K-1 Mill. \$1-2 Mill. Over \$2 Mill.

Number of Members in your Assn.: \_\_\_\_\_ Number of Years in Assn. Mgmt.: \_\_\_\_\_

Association Type: Local State Regional National

## Permission to Contact:

Due to the filings of the Federal Communications Commission (FCC 03-153) regarding unsolicited fax rules, we need you to sign here stating that you grant VSAE permission to fax you information. We use broadcast faxing for notifications of events and important information that would be of interest to you as a member of VSAE. If you would like more information on the regulations, please visit [http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-03-153A1.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-03-153A1.pdf).

I understand that by providing my mailing address, e-mail address, telephone number and fax number, I give my consent to receive communication sent by or on behalf of the Virginia Society of Association Executives (and its subsidiaries and affiliates) via regular mail, e-mail, telephone number or fax number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annual Membership Dues

**\$295 Active Membership** Association Executives only. Luncheons included. Membership is individual & non-transferable.

**\$245 Active Non-Resident** Association Executives more than 50 miles from Richmond. Luncheons additional.

**\$295 Associate Membership** Suppliers only. Luncheons included.

## Pro-rated fees:

**Active Membership** 6/1-9/30: \$195; 10/1-12/31: \$295 (includes current year plus upcoming year)

**Active Non-Resident** 6/1-9/30: \$145; 10/1-12/31: \$245 (includes current year plus upcoming year)

**Associate Membership** Same as Active Membership

## Payment:

**Check enclosed**  **American Express**  **Visa**  **Master Card**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please mail (with check enclosed) or fax (with credit card information provided) this form to:**

VSAE, 10231 Telegraph Road, Suite A, Glen Allen, VA 23059-4561

Phone: 804-747-4971, Fax: 804-747-5022, E-mail: [info@vsaе.org](mailto:info@vsaе.org)

For more information on VSAE visit our website at [www.vsaе.org](http://www.vsaе.org)