

# VENTURE PORTLAND FEE-FOR-SERVICE PROGRAMS

2017-2018

## Strong Membership

### Membership Strategy

Expand your membership! Venture Portland will assess your district's current membership and recommend strategies to increase and diversify your membership and target the greatest growth opportunities.

#### We provide:

- Analysis of district business demographics and how your membership compares
- Recommendations for targeting membership by business mix, location in district, size, ownership, etc.

#### You Provide:

- Current member list and as much information on business type, size, ownership, etc. as available
- Current benefits list
- Timeline and project coordinator
- Time at board meeting to present recommendations

**Cost: \$500**

**Member Cost: \$150**

### Membership Packet

A professional and well-designed membership packet is critical to the success of your membership campaign. Venture Portland will create the collateral that puts your association's best foot forward.

#### We provide:

- Solicitation letter, year in review, benefits description and membership form
- Material consistent with your brand and voice
- First draft and one round of changes

#### You Provide:

- Information on current benefits, activities, dues and accomplishments
- Current brand and guidelines
- Printing, assembling and mailing
- Timeline and project coordinator

**Cost: \$500**

**Member Cost: \$200**

## District Identity

### Design

Add professional punch to your collateral. Venture Portland will design a poster, flyer or event logo. Due to scope and complexity we will not design complex pieces such as maps, websites, or other complex projects (we can provide referrals for these).

#### We Provide:

- Design Services (one first draft and one round of changes)

#### You Provide:

- Minimum 2 weeks' notice
- Current brand (logos, color palettes, fonts, taglines, guidelines, voice, etc.)
- Copy, artwork and high-resolution images
- Design parameters (size, number of colors, etc.)
- Timeline and project coordinator
- Printing costs

**Cost: \$250**

**Member Cost: \$100**

Need something that's not on this list? Contact Venture Portland at 503.477.9648

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## Strong Business District Associations

### Board Orientation

Get your board off to the best possible start. Venture Portland will orient your board to your district, the board and the expectations of being a board member. Your board will function as a strong team with a clear purpose.

#### We Provide:

- Board binders
- Review of legal responsibilities of board members
- Facilitation of board orientation (ideally at first meeting of new board)

#### You Provide:

- Board materials and organizational documents
- Timeline and project manager
- Secure time, location, dates and communication with board and ensure attendance

**Cost: \$500**

**Member Cost: \$150**

### Bylaws and Policies *(NEW!)*

Bring your bylaws, policies and Articles of Incorporation into compliance and protect your organization and your board! Venture Portland will update your bylaws and policies, review them with your board and facilitate the adoption process.

*\*\* NOTE: Venture Portland will always provide our members with sample bylaws and policies for you to adopt on your own for free. With this service, we'll draft them for you, make them fit your district and facilitate the approval process.*

#### We Provide:

- Recommended bylaws, policies and restated Articles of Incorporation vetted by Venture Portland's corporate attorney
- Policies include Anti-Discrimination, Anti-Harassment, Conflict of Interest, Confidentiality/Code of Conduct, Document Retention/Destruction and Whistleblower
- Presentation at a board meeting for consideration
- Facilitation of voting on adoption at subsequent meeting (either board and/or member meeting depending on current bylaws)

#### You Provide:

- Current or most recent bylaws
- Time at two consecutive board and/or member meetings (depending on current bylaws): 30-40 to review, 20-30 to adopt
- Ensure quorum
- \$50 fee to State of Oregon if Articles of Incorporation must be restated

**Cost: \$600**

**Member Cost: \$250**

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## **Fiscal Controls and Financial Policies (NEW!)**

Protect your district's assets and prevent potential fraud and mismanagement. Fiscal controls are your best line of defense against your district's hard-earned money vanishing. Venture Portland will draft your Fiscal Controls, review them with your board and facilitate the adoption process.

*\*\* NOTE: Venture Portland will always provide our members with sample fiscal controls and financial policies for you to adopt on your own for free. With this service, we'll draft them for you, make them fit your district and facilitate the approval process.*

### We Provide:

- Recommended Fiscal Controls in line with GAAP (Generally Accepted Accounting Principles)
- Presentation at a board meeting for consideration
- Facilitation of voting on adoption at subsequent board meeting

### You Provide:

- Current Fiscal Controls and financial policies
- 30-minute conversation with Board Treasurer about current practices for handling money
- Time at two consecutive board meetings
- Ensure quorum

**Cost: \$600**

**Member Cost: \$150**

## **Strategy Summit**

Create a plan to move your association to the next level! Venture Portland will facilitate a strategy summit to identify major priorities for the next 1-5 years and craft a plan to help you grow over time.

### We provide:

- Facilitation of a strategic planning retreat with board and staff (if applicable)
- Identification of major strategic priorities for board consideration

### You Provide:

- Information about current plans, priorities and culture
- Research (member survey results, membership/programming trends, past plans, etc.)
- Meeting with President, Delegate and/or Executive Committee at beginning of process
- Timeline and project coordinator
- 1-2 extended meetings of board totaling at least 4 hours (format can vary)

**Cost: \$750**

**Member Cost: \$250**

## **Staffing Recruitment**

Hiring a staffer? Venture Portland will manage the hiring process to find the best person for your district.

### We provide:

- Job description/scope of work
- Posting and advertising the position
- Application review and facilitation of the interview process
- Reference checks

### You Provide:

- Meeting to set priorities for work and qualifications
- Compensation for employee/contractor
- Timeline and project coordinator
- Advertising and interview costs
- Participation in application review and/or interviews
- Final hiring decision and compensation negotiation
- Act as employer/contractor of record
- **Cost: \$500**

**Member Cost: \$150**

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