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Office Support for Professional Associations

PRs specialises in providing economical, efficient and caring office support functions for professional associations. PRs is managed by persons who maintain personal relationships with members and officers of an association. PRs also empathizes with the aspirations and styles of relationships between professional people and departs itself appropriately. PRs is environmentally responsible with use of reduced commuting, web meetings and other procedures.

PRs uses communications media email, internet, Webex, fax, phone, post and so on, across Australia and overseas, from a base office located near Lilydale, east of Melbourne. Personal meetings with officers of client associations can be arranged as needed where and whenever. PRs has a service office and meeting room in North Fitzroy near Melbourne CBD for use when appropriate.

At present PRs provides full office services on a regular basis for an Australian national professional association [with a membership of over 1400 persons]. PRs occasionally assists other associations and tertiary education institutions especially when such others need conference support, organization of publications services or direct marketing.

PRs has a comprehensive knowledge of all states and regions in Australia and is particularly familiar with all education systems at all levels from pre-school to tertiary.

Membership Services:

PRs provides comprehensive membership services including maintaining membership databases, renewal systems and associated accounting systems. Officers of associations can be supplied with substantial detail about membership and renewals and new memberships are handled promptly and correctly.

Accounting and Book-keeping:

PRs provides a full accounting system for each client association or conference or publication as required using MYOB. PRs procedures are supervised by its own CPA qualified accountants and the books kept are also audited by the auditors of client associations. PRs prepares cheques for signature by an Hon. Treasurer and

computerised but for association security each association is quarantined within MYOB from the other. PRS operates an up-to-date PC network of computers and uses two Internet Service Providers for itself and for clients. PRS uses its own equipment [faxes, phones, printers, computers and software] for clients.

Charges:

PRS will provide highly competitive quotations for services on request. Charges are a mixture of general service fees and actual costs attributed to client activities. Invoices are rendered monthly but postage for mailing services must be paid in 7 days of the cost being incurred.

Enquiries welcome. Please contact [Ruth Jeffery](#)
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