

ADMINISTRATIVE COORDINATION

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"The Support Center" -at the TLC Spa and Sacred Journey Retreat

PLANNING & DECISIONS STRATEGICAL DEVELOPMENT

Long Range Development Plan, Mission/Goals, Values, Phased development, Organizational Structure, Staff Roles, Reports: Weekly, Monthly, Quarterly; Evaluation Criteria and Procedures

FINANCIAL STRATEGIES & SERVICES

FINANCIAL TEAM (CFO, Advisory Task force, Management Team, Bookkeepers, Accountant, Comptroller, Tax Advisor, CPA
Financial Planning, projections, budgeting, reporting, statements
Financial policy and procedures
Tax preparation
Incorporation requirements
Bookkeeping
Billing, AP/AR, Payroll
Staff benefits

FUND RAISING

LEGAL STRATEGIES & SERVICES

Incorporation aide, structural advise, membership, board fiduciary duties, definitions
Filing state, local, county
Fed. 501 C-3
professional licensing
Tax advice and representation
Government hearings
Liability advise
representation
Contracts and negotiations review
Staff legal aid
Grant Requirements Review

HUMAN Resoruces STRATEGIES & SERVICES

Personnel Policies
Position Descriptions
Performance Contracts
Staffing
Performance Evaluation
Scheduling
Supervision
JOB Satisfaction
Staff Services
Training Programs

MARKETING STRATEGIES & SERVICES

Market Research;
Market Plan-ning, Budgeting and Strategic
Multi-Media Marketing
Interactive-Media Productions
Periodical Advertising:
Trade shows & Fairs, Conventions & Conferences:
Direct Marketing
Promotion Services
Publicity

PUBLIC/COMMUNITY RELATIONS STRATEGIES & SERVICES

Strategic Alliances with Suppliers
Promotional Coop. with Providers
Community Outreach
Health & Spa Industry Relations
Professional and Trade Assoc.
Local, State, Federal Agencies
Municipalities

OPERATIONS STRATEGIES & SERVICES

OFFICE COORDINATION
Operator, Receptionists, Clerical data entry, Office Managers

COMMUNICATIONS

COMPUTER SYSTEMS

DUPLICATION

MAIL & SHIPPING

PURCHASING

AUDIOVISUAL

FACILITIES & GROUNDS

ARCHITECTURE & CONSTRUCTION
INFRASTRUCTURE, UTILITIES, & NETWORK
MAINTENANCE & REPAIRS
LANDSCAPING & GROUNDS
SECURITY & SAFETY

TRANSPORATION

MOTOR POOL & GARAGE

PARKING & GARAGE

ANIMAL HUSBANDRY

MANUFACTURING

RETAIL SERVICES
SHOPPES

ACCOMMODATIONS

Guest Services (Liaison.
Ombudsperson)

DINNING SERVICES

LAUNDRY