



**FULL MANAGEMENT,
PROJECT MANAGEMENT,
& SUPPORT SERVICES**

SHORT & LONG TERM CONTRACT
CUSTOMIZED OPTIONS AVAILABLE

A background image showing two hands shaking over a laptop keyboard on a desk. The scene is brightly lit, suggesting a professional or collaborative meeting. The text "ABOUT MHSS" is overlaid in large white letters, with "(Mental Health Society Services)" in smaller white letters below it.

ABOUT MHSS

(Mental Health Society Services)

Virtual System Pros

www.nextwavegroup.com

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ABOUT | MHSS

The Next Wave Group Mental Health Society Services (MHSS) offers psychiatric and other mental health societies full management, as well as a menu of support & special services.

Our current & potential clients include American Psychiatric Society District Branches and mental health related organizations of all types.

SPECIAL IN-DEPTH EXPERTISE IN

- Continuing Medical Education
- Corporate Relationships
- Digital Communications
- Event Management
- Finance
- Fundraising
- Governance
- Grants
- Graphic Design
- Membership Development
- Public Affairs/Advocacy
- Strategic Planning

MHSS CLIENT LIST

- Group for the Advancement of Psychiatry*
- Senior Psychiatrists, Inc.
- Society of Uniformed Services Psychiatrists

*Support & Special Services.

MHSS | TYPES OF SERVICES

Full management or selected services include:

GOVERNANCE

- Board Meeting Planning & Support
- Minutes
- Board Education
- Participation in National Affiliate Meetings
- Strategic Planning

FINANCE

- Bookkeeping
- Accounting
- Dues Processing
- Budgeting & Fiscal Planning
- Bank Reconciliations
- Monthly Reporting
- Auditor/Tax Support
- Corporate Memberships/Sponsorships
- Grant Writing

COMMUNICATIONS

- Mailing Address/Office
- Phone Answering (Local Area Code)
- Fax Service
- Web Site Design & Maintenance
- E-Blasts
- Graphic Design
- Brochures, Magazines, Books, Directories
- Webinars

EVENTS

- Planning & Budgeting
- Venue Selection & Contract Negotiation
- Registration (Online, Phone, Mail)
- Name Tags
- Food & Beverage
- Audio-Visual
- On-Site Staffing
- Continuing Medical Education
- Photography

MEMBERSHIP

- Membership Database Management
- Member Services
- Membership Campaigns
- Chapter/Affiliate Relations
- Member Programs

ABOUT | NEXT WAVE GROUP, LLC

PRINCIPAL/PRESIDENT | Patricia H. Troy, CAE

- Degrees: B.S. & M.Ed. Auburn University; CASE Loyola College (Baltimore)
- Certifications: Institute of Organization Management - US Chamber - IOM; Certified Association Executive by ASAE - CAE
- Major Lifetime Accomplishment: Co-founder, Chesapeake Academy, Independent Elementary School; 1980 (Now Lower School of Severn School)
- Publications: *Flex: The Virtual Office Advantage*; Various Feature Articles in Client Publications
- Memberships: American Society of Association Executives, Association Management Company Institute; Women in Communications, American Business Women's Association, Annapolis & Anne Arundel County Chamber of Commerce, Greater Severna Park & Arnold Chamber of Commerce



PRIOR HISTORY

Grew Out of Bay Media, Inc. - A Publication Management Company - Digital & Print, Graphic Design, Web, Founded 1989 (Sister Company)

COMPANY TYPE

Association Management Company (Full Service & Cafeteria Options)

DIVISIONS

Organization Management Service (OMS); Hem/Onc Society Services (HOSS); Mental Health Society Services (MHSS)

CLIENT BASE

Local, State, Regional, National, International

CLIENTS

20 & Growing

OPERATIONAL MODEL

Virtual (Since 2006); Uses Mostly Independent Contractors

TEAM SIZE

40 Contractors & 2 Employees; 20 States

SPECIAL EXPERTISE

Turnarounds, Strategic Planning, Conflict Management, Publications, Web-based Operational Systems, Applied Technology/Operating Systems

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