

Janice Eidson, CMP

Director, Conferences and Management Services

Georgia Municipal Association

Summary

Thirty years of senior-level managerial experience in non-profit associations and nine years of senior-level executive experience in retail. Highly effective management skills, noted for creating and maintaining beneficial and productive business and member relationships, as well as outstanding employee relationships. Adept at negotiating mutually beneficial contracts for meeting services.

Experience

1996-Present Georgia Municipal Association, Atlanta, GA

- Plans meetings and special events for multiple governmental groups throughout the year from 150 - 2500 attendees.
- Provides day-to-day management for 2 governmental associations.
- Supervise a staff of four meeting planners who manage other government groups and plan conferences for them

1986-1995 Bureau of Wholesale Sales Representatives, Director of Operations

- Supervised a staff of 20 with full responsibility for hiring, training, termination and disciplinary actions.
- Established project timelines and responsibilities.
- Developed annual budget for association.
- Planned all meetings for the association including: developing annual budget, site selection, negotiating supplier contracts, developing program content and obtaining speakers, producing all program materials and registration forms and on-site and follow-up activities. Association conducted two national meetings and one board meeting annually with attendance of 50-250.
- Marketed association services at local apparel shows in the United States and Canada.
- Assisted lobbying staff with legislative efforts on the federal level.
- Assisted with content and production of monthly newspaper.
- Developed relationships with affiliated trade shows and individual members.

1978-1986 Carriage House Furniture. Atlanta, GA, Assistant to the President

- Provided management supervision for staff of 20 in business office and service center.
- Conducted weekly managers meeting with five retail store managers to provide sales reports, discuss problems and set goals.
- Conducted product training programs for staff of retail stores, service center and warehouse for total staff of 60.
- Reviewed sales reports from all retail stores and served as troubleshooter.
- Directed programmers with development of computerized order tracking and inventory control systems.
- Acted as liaison between five retail stores, service center and warehouse facilities and furniture manufacturers.

Education: 1975–1978 University of Georgia Athens, GA. B.B.A., Marketing

Certifications: 1997 Certified Meeting Professional Designation

Memberships: Georgia Society of Association Executives, Meeting Professionals International.

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