



Strengthening Pima County Medical Society Through Partnership with the Arizona Medical Association

The Arizona Medical Association (ArMA) recognizes and deeply respects the century-long legacy of the Pima County Medical Society (PCMS) as a vital force for physician leadership, local advocacy, and community health in Southern Arizona. Tucson's medical community holds a unique identity—and ArMA is enthusiastic about the opportunity to support and amplify this identity through a strategic, values-aligned partnership.

By partnering with ArMA, PCMS will retain its distinct voice, governance, and local relevance while gaining new tools and capacity to meet the moment.

A Partnership Aligned with PCMS Priorities: *Public Policy, Adaptation, and Advocacy.*

ArMA is uniquely positioned to address all three.

- **Public Policy:** ArMA's statewide legislative and regulatory presence ensures PCMS members will have a stronger influence on the issues shaping physician practice in Southern Arizona. PCMS will have a dedicated seat within ArMA's advocacy coalition, amplifying local concerns while strengthening statewide unity.
- **Adaptation:** With ArMA's infrastructure, PCMS can become nimbler and more responsive to member needs, technological change, and emerging healthcare dynamics. We offer seamless integration of member services, modern digital tools, and real-time data insights to support growth and innovation.
- **Advocacy:** Beyond the Capitol, advocacy means empowering physicians at every level. ArMA supports local efforts—whether that's representing the profession to the media, mobilizing members on public health issues, or partnering with community organizations—ensuring PCMS's advocacy is both bold and deeply rooted in place.

Operational Benefits and Cost Savings

By aligning with ArMA, PCMS will reduce administrative and overhead expenses currently born independently by assuming all duties currently being managed by PCMS's ED, part-time Comms staff and outside accounting service provider. Services include, but are not limited to:

- **Association Management Costs:** ArMA offers full-service management, including financial administration (via SAGE), strategic planning, board support, and database maintenance—all of which may allow PCMS to eliminate third-party vendors or consultants currently fulfilling these functions.
- **Event Management and CME Coordination:** Rather than outsourcing or overburdening physician volunteers, ArMA provides turn-key support for events, networking functions, and educational programs—integrated with platforms like Joyn—for a streamlined member experience.
- **Staffing and Technology Infrastructure:** PCMS will benefit from shared tools, insurance, HR support, communications software, and policy resources, minimizing duplicative expenses.

A Stronger, More Sustainable PCMS

This proposed partnership does not diminish PCMS—it ensures its future. Local leadership remains in control, while gaining access to experienced support staff, sophisticated advocacy resources, and economies of scale.

Together, we will build a more adaptive, visible, and resilient PCMS—one that continues to reflect the values of Tucson’s physicians while expanding its reach and capacity.

We welcome the opportunity to move forward in shaping this partnership and are available to provide additional financial comparisons or an in-person discussion with our leadership.



Pima County Medical Society
Scope of Work (SOW) – Monthly Management Services
Effective Date: [MM/DD/YYYY]

1. Management and Operational Support

Overview:

This Scope of Work outlines the monthly management services provided to support and grow the Pima County Medical Society (PCMS), a nonprofit organization dedicated to advancing the interests of physicians and improving community health in Pima County. Services include financial oversight, membership engagement, event coordination (excluding the annual meeting), committee facilitation, and advocacy support in collaboration with coalition partners such as the Arizona Healthcare Advocacy Coalition (AHAC).

2. Monthly Services

Board and Committee Meeting Support:

- ☒ Schedule and facilitate up to 2 meetings per month (1 executive board meeting, 1 AHAC or as-needed meeting)
- ☒ Prepare agendas and materials
- ☒ Track action items and provide follow-up reports

Membership Management:

- ☒ Maintain and update member database
- ☒ Process dues and renewals
- ☒ Onboard new members
- ☒ Provide monthly engagement reports
- ☒ Conduct bimonthly in-person outreach trips to Tucson

Financial Management:

- ☒ Maintain accurate financial records using SAGE accounting software
- ☒ Prepare monthly financial reports

- ☒ Reconcile banking transactions
- ☒ Support budget development and oversight
- ☒ Coordinate transition to Chase Bank

Event Coordination (non-annual):

- ☒ Plan and manage 4–6 professional or networking events annually
- ☒ Coordinate logistics, invitations, and post-event follow-up

Committee Support:

- ☒ Support 4 standing committees with planning, communication, and implementation
- ☒ Monitor and report on committee progress

Advocacy and Coalition Participation:

- ☒ Represent PCMS in advocacy meetings
- ☒ Participate in AHAC activities and meetings
- ☒ Share timely legislative and policy updates with members

Website and Communications:

- ☒ Maintain basic updates and content on the society website
- ☒ Support e-newsletters and announcements

3. Estimated Monthly Management Hours

Activity	Estimated Hours
Board and Committee Meetings	16
Membership Management	32
Financial Management	20
Event Coordination	24
Committee Support	20
Advocacy and External Relations	20
Website	8
Communication	12
Total Estimated Hours	152

4. Budget and Monthly Management Fee (Updated)

Monthly Retainer:

Covers administrative, operational, financial, and advocacy services at a blended rate of \$44/hour for 38 hours per week (152 hours/month).

Additional Costs:

Include third-party platforms, software subscriptions, and coalition dues, as applicable.

Category	One-Time Fee	Monthly Cost	Annual Cost
Administrative Services (152 hrs/month @ \$44/hr)	–	\$6,688.00	\$80,256.00
Software Subscription (Joyn)	–	\$257.25	\$3,087.00
One-Time Joyn Setup	\$1,500.00	–	–
SAGE Accounting Setup	\$750.00	–	–
Coalition Membership (e.g., AHAC)	–	–	\$5,000.00
Total Estimated Annual Cost	–	–	\$88,343.00
One-Time Onboarding/Setup Fee	\$2,250.00	–	–

*Fees are subject to change based on member count, platform tier adjustments, and scope refinements.

Annual meeting planning is excluded and will require a separate proposal.

- One-time fees of \$2,250.00 and will be due upon contract signing
- AHAC Dues will be due 12.1.25
- Annual Joyn subscription will be paid upon Joyn start date
- Annual Administrative fees will be paid in monthly installments of \$6,688.00
- Administrative fees are increased 3% annually
- Joyn fees are increased only as the software provider requires

5. Communication and Reporting Structure

Bi-Weekly Progress Reports:

Email or dashboard updates covering completed tasks, key deadlines, and open action items.

Monthly Leadership Meetings:

Virtual or in-person check-ins to review progress, troubleshoot challenges, and adjust priorities as needed.

6. Approval

Managing Entity Representative

Signature: _____

Name: [Insert Name]

Title: [Insert Title]

Date: [MM/DD/YYYY]

Specialty Society Director

Signature: _____

Name: [Insert Name]

Title: [Insert Title]

Date: [MM/DD/YYYY]