

Tina Ward, Vice President of Client Services and Certified Meeting Planner

Bringing more than a decade of experience to our team, Tina Ward is responsible for the daily operations of Wilson & Associates including financial affairs, administrative and clerical duties. She also provides support for client conferences, tradeshow, awards ceremonies and special events, including legislative days, on-site administration of meetings, coordinating with facility staff and assembling meeting materials. She contributes to client social media pages, assists with project research, and creates material for webinars and handbooks.

Tina has extensive experience coordinating all aspects of large events, including managing budgetary expenses, venue contracts, speaker contracts, lodging, vendors, caterers, and much more. She oversees each individual detail that contributes to a successful event. This includes pre-event registration, onsite event execution, and post-event analysis detailing event performance against specific goals to help prepare for the next event. Tina also implements green meeting practices to minimize event waste and provide a green meeting experience for attendees. Organizing such large gatherings can lead to negative environmental impacts, but Tina takes pride in minimizing these effects as much as possible. Tina also prides herself in providing ADA compliant meeting venues.

Along with event coordination experience, Tina is proficient in finances and bookkeeping. Tina is responsible for a wide spectrum of duties regarding association client finances, this includes the development of an annual budget, recording all receipts and disbursements, preparing and making deposits, preparing and distributing monthly financial statements, maintaining W-9's and issuing 1099's, assisting with preparation of federal and state tax returns, and preparing reports as needed for an independent audit.

Tina's comprehensive association management skillset has proved to be an invaluable resource to our clients. She offers an optimistic and enthusiastic attitude to meeting client needs. She is a vital component to any team effort and tends to improve performance of those around her through her diligence.

Tina is a member of the Florida Society of Association Executives and active member of the Meeting Planner Roundtables. She earned her Bachelor's Degree from the University of South Carolina-Aiken and her Master's degree from Florida State University. She and her husband, Andre, reside in Tallahassee with daughter Breckin, son Jax, and beloved dog Duchess.