



BUSINESS FORMS
MANAGEMENT ASSOCIATION

Member Benefits

BFMA is **the international association** for people working with forms.

The association was established in the United States of America in 1958. At the time, forms were (rightly) attracting considerable focus from managers and analysts alike.

This was the beginning of a recognised forms industry. In the time since, the world of forms has evolved and **BFMA has grown and matured** in parallel. The diversity of forms-related issues that we now encompass is demonstrated by a sample of recent training events. The spectrum ranges from usability testing to XML in PDF forms; from writing effective questions to electronic signatures; and from advanced database management to choosing a print vendor.

If you

are responsible for the capture or routing of information through your organization

or

offer a product or service that supports information capture or workflow processes

then BFMA is the association for you!

Currently we have **over 500 members from all over the world** including North America, Australia, Asia, Europe, the United Kingdom and the Middle East. The number of members is growing as we reach out more to international forms professionals, bringing diversity of experience and knowledge to us all.

This pamphlet describes the **numerous benefits** of joining BFMA. We invite you to explore these benefits and encourage you to enhance your knowledge and skills by becoming a part of this vibrant and welcoming community.

Lisa Lee,
CEBS, FLMI
President of
BFMA



As a member of BFMA you will receive:

- Access to Formspace, the member mailing list and **discussion forum**.
- Access to form design white papers and other information resources on our website.
- **Discounts** on professional development opportunities, including the annual BFMA Symposium and our online Master Series (see the Training section of this pamphlet for more details).
- Discounts on books in the BFMA bookstore.
- Access to the BFMA member directory, enabling you to **directly contact professionals** in the forms industry around the world.
- Eligibility to participate in BFMA's **formal accreditation program** for forms professionals, the CFSP (Certified Form System Professional).
- Potential to **influence the forms industry** through participation as either a Board member or a volunteer.
- Opportunity to **promote** your organization and your expertise by writing articles for the member newsletter, sponsoring events, contributing your knowledge to Formspace discussions, **networking** with members and other means of participation.

“BFMA is like a family for me: they have answers when no one else does and they understand what I do. Plus, being a member has tangibly improved my skills, knowledge and thus, my designs.”

Jessica Enders
Formulate Information Design

No organization offers the **depth and breadth** of forms professional development opportunities, in forms systems and business processes, provided by BFMA.

We're always adding new training to our program, but there are five events that form the core of our offering:

- Symposium
- Forms Institutes
- Master Series webinars
- CFSP virtual study group and
- Chapter and Region meetings.

Symposium is BFMA's **annual conference**. Held each year, this week-long event is packed with seminars, workshops, vendor demonstrations, networking opportunities and social activities.

The Forms Institutes are similar to Symposium, providing **two days of learning** opportunities across all aspects of the forms industry.

BFMA also offers **distance education opportunities** via our Master Series. Master Series webinars teach basic, intermediate and advanced topics in forms design, development and management.

The Certified Form Systems Professional virtual study group provides not only a means for experienced professionals to have their skills validated, but a way for **beginners to fast-track** their learning.

Every BFMA member belongs to a region (as illustrated in the Meet the members section). Depending on its size, each region will have either one or many chapters.

Each Chapter and Region has **regular meetings**, conducted either face-to-face or remotely. These meetings are an excellent source of education, ideas and camaraderie.

"My company is starting a forms management process. The information learned [at the Symposium] will ... help me perform my position more efficiently.

"I wish that I had attended earlier. It would have saved me a lot of man hours."

Karen Ali
H. Lee Moffit Cancer Centre

If you're reading this, you already know that **forms are everywhere**: every industry, every sector, every part of the world and even every medium of communication. Almost nothing would get done without forms.





This pervasiveness means that BFMA members come from very **diverse backgrounds** and roles. In our community we have designers, analysts, managers, consultants, advisors, buyers, distributors, vendors, trainers and manufacturers.






Many members work **internal** to an organization, others have their own **consultancy** businesses. Some members are the only person working on forms in their organization while others are part of a forms team. For others forms are just part of their daily responsibilities.

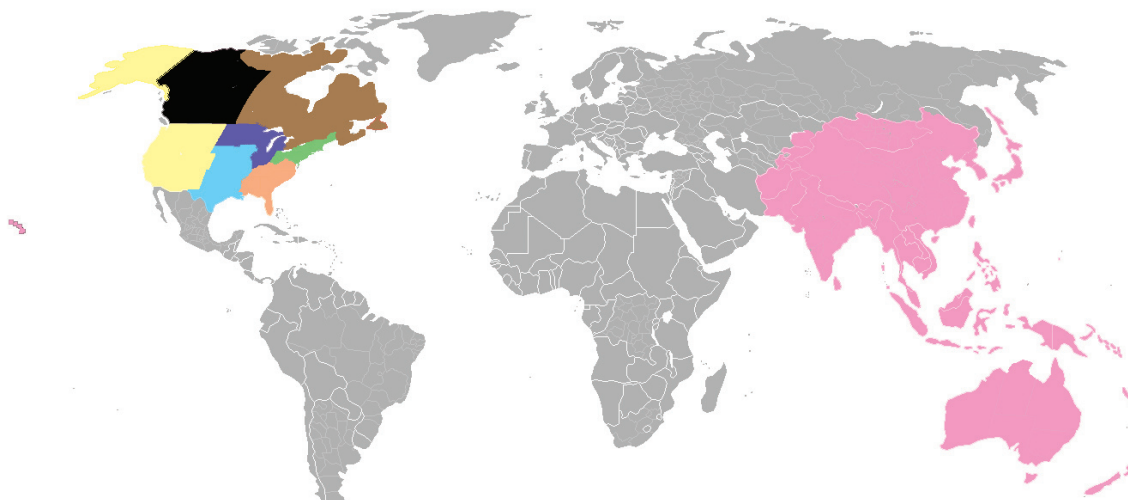
Some of the **industries** our members belong to include:

- Government
- Healthcare
- Insurance
- Military
- Manufacturing
- Hospitality
- Aerospace
- Utilities
- Social services
- Finance

The BFMA membership base is divided into regions according to location. These regions reflect the growing numbers of international members.

Region 1		Western USA & Alaska
Region 2		Mid-south USA
Region 3		Mid-north USA
Region 4		New York and surrounds

Region 5		South East USA
Region 6		Canada East
Region 7		Canada West
Region 8		Australasia & Pacific
Region 9		All other areas



Want to know more about the great value that BFMA membership represents? Take a look at the following offerings.

In the BFMA Bookstore you can buy—typically at a **significant discount**—foundational texts such as:

- *“Forms for People”* by Robert Barnett;
- *“The Essential Guide to User Interface Design”* by Wilbert O. Galitz; and
- *“Detail Process Charting: Speaking the Language of Process”* by Ben Graham.

The BFMA website, at www.bfma.org, houses many resources available only to members, including articles and newsletters, as well as a forms and information systems glossary.

The website is also the place to access the results of our **annual salary survey** and **sample job descriptions**, all of which are there to help you manage your team and your own career.

Ready to join?

You can join online at our website (www.bfma.org), or complete the hard copy membership application form provided with this pamphlet.

Want more information?

Visit www.bfma.org
Call **+1 888-367-3078** (inside US)
+1 402-216-0479 (outside US)
Email bfma@bfma.org

FormsTalk is BFMA's **monthly newsletter**, which keeps members up to date on the Association board's activities, upcoming events and forms best practice. The ability to discuss and comment on newsletter items is also a great way for members to **be involved** and help forge the direction of the association.

BFMA **values the participation of its members** and formally identifies this participation through a comprehensive Recognition Program. All BFMA members are eligible to participate in the program, which recognizes achievements in membership & sponsorship, leadership & volunteering and education. Unlike many similar systems, there is **no limit to the number of members that can win an award** in each year, with the exception of the top (“Diamond”) award. This allows us to ensure that everyone's good work is acknowledged.

We've talked a lot about the tangible benefits of being a BFMA member. There is another side to membership that can't be quantified, and that's the **great sense of community** within the association. There's nothing quite like associating with people who get the same pleasure, and face the same challenges, as you. By being a BFMA member, **you are never alone** in your professional forms pursuits and this is one of the most rewarding benefits of them all.

There is more