



December 31, 2014

To: Proposers for ACI Arizona Chapter Administration

From: ACI Arizona Chapter Executive Board Members

Re: RFP for Chapter Administration

Greetings:

The ACI Arizona Chapter is taking proposals for Chapter Administrative duties outlined in this RFP. The deadline for submitting proposals will be January 19, 2015 at 5:00 PM. Proposals to be submitted via email to Teresa Coleman [tcoleman@azmatl.com](mailto:tcoleman@azmatl.com).

**The duties for Chapter Administration are as follows:**

Administration Duties

1. Provide a physical presence for the Chapter- utilizing the phone, fax and email already in place for the chapter.
2. Serve as **Executive Secretary** of the Chapter.
3. Coordinate the production of the chapter sponsored certification programs, including scheduling, distribution of materials, record keeping and related accounting activities.
4. Maintain the financial records of the Chapter in a transparent manner. Hold all monies in the Chapter accounts and distribute according to policies and procedures set by the Chapter Board of Directors.
5. Provide accurate monthly accounting statements and maintain financial records in Quick Books.
6. Maintain Chapter library and provide member access to materials during normal business hours.
7. Provide storage of all miscellaneous Chapter items such as golf sponsor signs and alike.
8. Provide quarterly reports on website usage and traffic.
9. Work with Certification Committee Chair for all certification needs.
10. Work with the Chapter Board of Directors to recommend and schedule existing and New ACI Certification Programs.

11. Work with the Chapter's Examiners, Instructors and Proctors to facilitate scheduling, facilities and materials as needed to execute the Chapter's certification programs according to Chapter policy.
12. Facilitate special arrangements such as contract events, additional program dates or locations and other oversight activities that may arise.
13. Correspond with ACI to stay current on certification policies, fees, and new developments. Report information to the Chapters Board of Directors as needed.
14. Provide meeting minute notes for monthly Board of Directors meetings or other required meetings.
15. Provide announcements to Chapter President for each monthly membership meeting.
16. Provide agenda for each Monthly Board Meeting two (2) days before meeting.
17. Make all arrangements for facilities, food, prizes, etc. for meetings and events.
18. Travel for local events in the Phoenix metro area to be included.
19. Travel for events outside the Phoenix metro area to be reimbursed with prior board approval.
20. Payroll and income taxes for services provided.
21. All reimbursement expenses shall be provided on an expense report with receipts provided.
22. Coordinate travel arrangements for out of town speakers.

#### Website

1. Update and keep current information on the Chapter website, including website maintenance.
2. Update changes to registrations as required.
3. Handle requests for password reminders, receipts of payments and/or invoices.
4. Send out thank you emails to event participants.
5. Post events.
6. Monitor and send out requests for overdue payments.
7. Update contact info.

#### Promotion

1. Produce 4 Newsletters per calendar year.
2. Actively seek new members and personally contact each existing member.
3. Participate in networking opportunities that benefit the role and goals of the Chapter for membership growth.
4. Participate in ACI National Conventions and ACI Chapter Roundtable meetings as a representative of the Arizona Chapter.
  - a. Expenses to be reimbursed according to the limitations spelled out in the Terms & Conditions section.
5. Attend all Chapter meetings and activities that include Monthly Membership Meetings (luncheons or dinners), Golf Tournament, Bowling Tournament, Award Banquet, Student Chapter Activities and Chapter hosted National Seminars.

**Items not included but reimbursed to Chapter Management:**

1. Fees such as, outside printing, office supplies (directly associated with the chapter), travel expenses outside Phoenix metro area.
2. Website fees.
3. Phone/fax monthly charges.
4. Travel to conventions.
  - a. Shall be limited to a single round trip ticket (coach- booked 30 days in advance), hotel costs for two (2) nights at the site of the convention, convention entry fee, and a \$75/day meal allowance.

**Proposal items:**

1. Provide list of experience and references.
2. Provide monthly fee for the scope of work referenced above.
3. Provide any additional ideas or topics to enhance our Chapter.
4. Contract should be based on 3 years of service, with a 30 day notice for cancellation.

Should you have any questions please email Teresa Coleman at [tcoleman@azmatl.com](mailto:tcoleman@azmatl.com)