

## **PROFESSIONAL CONVENTION MANAGEMENT ASSOCIATION**

### **Gulf States Chapter**

#### **Request for Proposal – Chapter Administrator**

The Gulf States Chapter of the Professional Convention Management Association (GS-PCMA) is seeking proposals to provide support to the chapter fulfilling the role of Chapter Administrator.

The mission of the Gulf States Chapter is to be the leading source for lifelong learning, connecting people and creating partnerships in the meetings industry. The principal purpose of this Chapter is to promote the goals and purposes of the Professional Convention Management Association and its members who reside or do business within the states of Texas, Louisiana and Mississippi.

The Gulf States Chapter holds educational activities, social and community service events throughout the calendar year in locations across all territories represented by the Chapter, with a specific geographic focus on are the areas of North Texas, Austin, Houston and New Orleans.

The Gulf States Chapter is governed by a Board of Directors made up of the Executive Committee, which includes the President, President-Elect, Secretary, Treasurer and Past President, as well as six Board Members. The Executive Committee members each serve for a term of one year with option to be re-elected to serve a maximum of two (2) consecutive terms. The elected Directors each serve staggered three (3) year terms with the option to be re-elected to serve a maximum of two (2) consecutive terms.

#### **Scope of Work**

For each calendar year, the chapter anticipates hosting approximately six to eight events, either education or networking, for which a Chapter Administrator is being sought to manage registration needs in particular. Responsibilities of the Chapter Administrator would include both pre-registration and on-site logistics management. The following duties are expected to be fulfilled for each event instance:

##### Registration for all chapter events and activities

- Create and issue program invitations and reminders in predetermined software suites for all events according to event calendar to be provided by Program Chair and the Board. Current registration software is Reg On-Line.
- Work closely with the Program Chair to ensure all details related to the events are communicated to the Administrator in a timely fashion.
- Monitor event registration and provide regular reports to President, Program Chair and others specified by the President.
- Create name badges and attendee rosters for each event.
- Set-up, organize and staff the on-site registration for the event, coordinating on-site registrations, payments and name badge production.\*

- Manage post-event attendance and financial reconciliation ensuring that attendance reports are provided to PCMA Headquarters for tracking CEU credits and all outstanding attendance fees are collected.
- Maintain accurate and current information on PCMA Headquarters website and local chapter website/blog regarding all chapter events, including registration links, contact information and sponsorships.
- Assist the Program Chair to coordinate any physical signage, audio-visual needs and sponsor fulfillment for each program.

\*Should the Chapter event take place outside the geographic location that cannot be reasonably supported by the Administrator without travel, and if the Board is unable to approve reimbursement of travel expenses, the Administrator will coordinate with the Program Chair to identify staff or volunteers who will manage on-site registration. In this case, the Administrator will still retain responsibility for post-event attendance and financial reconciliation.

Other requirements of the Chapter Administrator include:

- Participate in PCMA Headquarters hosted training meetings relevant to the responsibilities
- Participate on Gulf States Chapter monthly Board calls as needed
- Maintain positive and professional working relationships with Gulf States Chapter Board and PCMA Headquarters staff.
- Fulfill duties and provide reasonable availability during work hours to respond to requests from Chapter President and Board Members.

**Contract Term & Anticipated Hours**

The term of this contract will be for the eighteen (18) month period to begin on July 1, 2017 through December 31, 2018. All contract terms following this will be for one year running from January 1 to December 31 of each year. A new proposal for the renewal of services will be requested for approval by the Board with each new term.

Based on current plans for events, the Chapter anticipates that the Administrator should anticipate an average of 2 to 4 hours per event plus attendance at board calls, training sessions and events where possible and as noted above. The Administrator will be required to track and report these hours to the President.

**Proposal Format, Requirements**

Please submit your proposal according to following specifications:

- Applicants should indicate size of organization and business history, experience in managing similar projects and provide client references for work similar in size and scope to the work outlined in this RFP.
- Indicate location of applicant's primary office, location from which services will be offered and hours available for the conduct of chapter business.
- Applicant should address all primary work categories outlined in this RFP outlining their general understanding and approach to handling each area.
- Applicant should indicate if they are in agreement to the term of contract and the scope of work in this RFP. The proposal should include a proposed compensation package based on a monthly or per-event structure. Please include a listing of any anticipated expenses that applicant feels

should be covered in the contract. All expenses must be approved prior to incurring the associated costs, including travel expenses.

- Please provide any additional information that you feel is relevant in our determination of qualifications.

**Proposal Submission**

Submit proposals in electronic form to:

Dana Freker Doody, Incoming President, PCMA Gulf States Chapter

Vice President Corporate Communications, The Expo Group

[ddoody@theexpogroup.com](mailto:ddoody@theexpogroup.com)