



## National Epsilon Sigma Phi

### Request for Proposals for Association Management Services/Executive Director

#### Need for New Management:

Currently, ESP is managed by an Executive Director, who is a former Extension Professional. His services are secured by a contract. The current Executive Director is retiring and has given notice of resignation. The existing relationship is positive. Current Executive Director is available to support the transition.

**PROPOSAL DEADLINE:** Please submit proposals to the link below **No Later than May 1, 2021.**

<https://espnational.org/ESP-Director-Search/>

#### Contact Information:

For questions regarding this RFP please contact:

Mike Knutz, Search Committee Chair ([mike.knutz@oregonstate.edu](mailto:mike.knutz@oregonstate.edu))

#### About Epsilon Sigma Phi:

Epsilon Sigma Phi (ESP) is an independent not-for-profit professional organization founded on June 10, 1927. The organization's purpose is educational and charitable within the meaning of the 501(c)(3) Statutes of the Internal Revenue Code. The organization has approximately 2,315 Active Members and 2,862 Life Members within the 42 Chapters that exist within the States and Territories of the United States of America. ESP serves states without Chapters by providing an independent membership opportunity.

#### Mission:

Epsilon Sigma Phi is dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional.

#### Vision:

Epsilon Sigma Phi leads the Cooperative Extension System in providing and facilitating professional development that focuses on the Extension organization and the Extension professionals.

#### Membership:

Members of Epsilon Sigma Phi are, or have been, employed by the Cooperative Extension System of the United States Department of Agriculture. Active Members of Epsilon Sigma Phi work in six major areas:

1. Youth Development/4-H
2. Agriculture
3. Leadership Development
4. Natural Resources
5. Family and Consumer Sciences
6. Community and Economic Development

Epsilon Sigma Phi is an equal opportunity, affirmative action organization. The organization is committed to the active involvement of all its members regardless of race, color, sex, age, religion, national origin, disability, or veteran status. ESP values and seeks a diverse membership.

### **Leadership Structure:**

The National ESP Board consist of nine (9) members:

President; President-Elect; Second Vice President; Past President; Northeast Region Vice President; Southern Region Vice President; North Central Region Vice President; Western Region Vice President and National ESP Executive Director, a non-voting member of the National ESP Board

### **Membership Management System:**

The National ESP Program is currently using the Wild Apricot Membership Management System for the following functions:

- Membership records and dues collection
- Event registration and fees
- Website content management system
- Email distribution to members and member groups
- Donations

Training (potential fee) may be provided by the current Executive Director, the Wild Apricot support team, or a consulting firm currently under retainer for support of Wild Apricot.

### **Scope of Services:**

#### **Headquarters/Administrative Services**

- Provide the services of an Executive Director to supervise and direct the activities of the ESP Association. The Executive Director will be the personal liaison with the Board of Directors, officers, committees, executive committee, members, and related organizations.
- Provide telephone answering services.
- Provide a physical location to serve as ESP Association's national headquarters.
- Provide a mailing address.
- Maintain all association correspondence.
- Supervise mailing and reproduction services.
- Maintain files for the association.
- Provide information processing and other office equipment incidental to the functions of the association.
- Provide reasonable storage space for tax records and items for the association's annual conference.
- Archive records after seven years on file with the National Agriculture Library in accordance with the prescribed list of materials to archive and in accordance with the National Agricultural Library requirements.

## Corporate Services

- Maintain association's Articles of Incorporation and Bylaws and monitor their alignment with Board policies.
- Assist in maintaining current corporate files.
- Process annual reporting requirements with Secretary of State.
- Assist with ensuring that association is compliant with State and Federal laws regulating not-for-profit organizations.

## Board Services

- Provides leadership to the Epsilon Sigma Phi National Board in relation to fiscal, membership and operational policies of the organization.
- Provides leadership to the state/territory Epsilon Sigma Phi chapters in relation to organizational, fiscal, and operational policies.
- Promotes leadership for organization, operation, and communication of the National Epsilon Sigma Phi office, including the publishing of the ESP Connection Newsletter which is posted on the ESP website.
- Organize and attend monthly board meetings. Board meetings are held using Zoom meeting system. In addition, there is an in-person mid-year board meeting, pre-conference board meeting and a post-conference meeting. Additional meetings may be held with the Executive Board.
- Work with the board to evaluate the effectiveness of its established programs and services and to explore new opportunities.
- Issue monthly activity reports to the association board
- Prepare and distribute board meeting minutes.
- Serve as a resource for information and statistics.
- Work with the President to negotiate hotel and meeting room arrangements for face-to-face board meetings.

## Membership

- Maintain the membership database on the online membership system and maintain historical membership records in the national office.
- Work with Membership Chair and Marketing Chair to create a marketing plan for growing and retaining membership through traditional and nontraditional means as approved by the board.
- Field questions from members and forward to the appropriate board members
- Sends membership dues invoices to all active members each year. Collects dues through online payments or mailed checks throughout the year.
- Maintain a financial record of each member including dues, registration fees and donations paid by each member.

- Supports dues collection by fielding questions and providing information to chapters, members, county governments or university business offices as needed to receive funds.
- Work with chapter membership chairs and treasurers to insure the accurate maintenance of membership records and the timely collection of membership dues.
- Provides membership status reports to chapter treasurers and/or membership committee chairs.
- Maintains membership records (historical and current) and prepares chapter, regional and national membership information, and analysis for the Annual Report.
- Provides ongoing and timely advice and counsel to chapter treasurers and/or membership committee chairs (via e-mail, phone calls, letters, and information/instructions in the Chapter Resource Handbook – Section K) in order that they can effectively perform their membership duties and records.
- Monitors the passing of members for inclusion into the annual memorial service.
- Works with chapter officers to move delinquent, retired, and discontinued service members to inactive status on an annual basis.

### **Leadership Responsibilities**

- Management Responsibilities and Duties to be performed for the National ESP Board and Chairs of Committees.
- Maintain an accurate email mailing list for communications with chapter leadership and with the general membership of the organization.
- Maintains the National Office operation and records, i.e., membership, financial, awards, historical and board/committee minutes/reports.
- In consultation with the President, prepares agendas and materials for National ESP Board and Council meetings.
- Manages the collection of information, production, and printing of the Epsilon Sigma Phi Annual Report.
- Provides support for committees, i.e., doing mailing of information via email, payment of scholarships, securing the awards for the Recognition Program, managing the website and other tools used by committees for conducting their committee work, assisting in preparing budgets and fundraising efforts.
- Provide National ESP Board members and committee chairs supplied with the necessary information and supplies so that they may accomplish their tasks.
- Schedules the National ESP Board and Committee conference calls.
- Records minutes of National ESP Board meetings and conference calls.
- Facilitates the organization and production of the ESP National Conference.

## State Chapters

- Provides a source of assistance answers for questions, solutions to problems, posting of accomplishments for chapters and members.
- Prepares a communication for the Chapter leadership as necessary to highlight dates and deadlines needed to effectively interface with the national organization and their chapter membership.
- Responds to chapter orders for a variety of supplies including jewelry, creeds, pocket folders, etc.
- Responds to requests for computer-generated mailing lists.

## Financial Services

- Receives and disperses all Epsilon Sigma Phi funds and maintains financial records for the following: ESP Operational Fund, Epsilon Sigma Phi Development Fund
- In cooperation with the Resource Development and Management Committee, develops and manages the annual operating budget approved by the National ESP Board and National Council.
- Manage daily bookkeeping including accounts receivables and payables.
- Manage payables and ensure that they remain in line with the approved budget.
- Reconcile bank and investment account statements.
- Reconcile member transactions through Wild Apricot with accounting system. Records should be managed so as a member can review their financial history through their member profile in Wild Apricot.
- All donations received should be tracked for each member. Historical giving records should be maintained on each member.
- Prepare monthly financial reports including balance sheet and profit/loss statement for presentation to the Board of Directors.
- Arrange for an annual 990 return and work with third-party auditor or annual financial review committee as directed by the Board.
- Financing -- prepares and submits Annual Business Corporation Reports to the appropriate agency.

## Membership Scholarships, Grants and Recognition

- The Executive Director will assist the Chair of Scholarship, Grants and Recognition in administering the annual Awards Program. This includes:
- Place updated online awards requirements/manual on the association's website under the direction of the Chair of SGR.
- Edit/maintain the SGR application forms and judging score sheets.
- Edit/maintain the forms for state nominees.
- Coordinate the national judging process.

- Notify the winners and non-winners.
- Maintain accurate records of awards, grants and scholarship recipients.
- Verify membership for awards eligibility in cooperation with Chair of Scholarship, Grants and Recognition
- Coordinate publicity regarding honorees. Place annual award winner's name/region on the website.
- Work with Chair of SGR and Annual Meeting Committee to coordinate Awards Banquet including ordering honoree plaques, preparing recognition certificates and preparing awards program booklet and banquet agenda.

## Communications

- Maintains and updates the ESP website and works with Marketing Committee and Professional Development Committee to utilize a variety of types of communication tools as they become available to better serve the ever-changing needs of the ESP member.
- Must be willing and able to use the Membership Data Management system currently in place for the ESP Association.
- Must be willing and able to manage National website for the Association including updates to all respective sections as requested by the National Board. Currently using the web content management system of Wild Apricot.
- Design, edit, and distribute print material as requested by the Board.
- Assist with web-based publications and promotion of Professional Development webinars.
- Provide webinar technology services for regular professional development webinars. Record and post on National website.
- Design, edit, print, and ship to the annual session the program/proceedings book(s) for annual session under the direction of the National Board.
- Design, edit, print, and ship to the JCEP Extension Leadership Conference the program materials under the direction of the National Board.
- Maintain web site tools for awards manual and supporting information, online awards applications, online awards judging process and state ballot procedures.

## Newsletter

- Serves as editor of the National Epsilon Sigma Phi Newsletter, soliciting articles, writing stories, and editing stories.
- Manages the Newsletter's production steps including desktop publishing, proofing, layout, headlines, photos, preparing for posting on the website, securing a professional printer to print and mailing copies three times a year to members who have no email access.

## Conference Management

- The association holds one conference per year. However, it works with the respective host sites three years out. Thus, the Executive Director will be responsible for performing the following services as they pertain to up to three conferences/host sites per calendar year. Currently working with HelmsBriscoe to assist with the hotel bidding process and site negotiations.
  - Site Negotiation/Contracting
  - Submit necessary Requests for Proposals to conference sites.
  - Negotiate with the Convention Center/Hotels for meeting rooms, sleeping rooms, meal costs, audio visual needs, transportation, Speaker fees and other entities as needed, under the direction of the Board.
- Registration
  - Process electronic registration, collect payments, and send confirmations; assemble registration packets including meal and tour tickets, name tags, and other materials as needed.
  - Coordinate annual conference on-site office with supplies to assist National Board with their duties.
  - Coordinate on-site registration check-in and event management with host team.
- Guest Rooms
  - Work with the conference team to plan and arrange for the lodging accommodations for conference attendees.
  - Monitor guest room pick-up and work with the hotel to receive regular guest room pick-up reports.
  - Ensure fulfillment of VIP and Speaker hotel accommodations.
- Food and Beverage
  - Work with the conference host team and venue to place food and beverage orders in accordance with conference policy, minimum guarantees, and budget.
  - Review and sign off on all Banquet Event Orders to ensure that all food, beverage, room set-ups and AV meet the conference's and Board's needs.
  - On-site, review and sign-off on banquet checks at the end of each day
- Tours/Speakers/Entertainment
  - Work with conference host team on speaker and tour contracting to ensure that appropriate releases are obtained and required logistics are arranged.
  - Prepare information handout packets and web promotions as needed.

## Status and Qualifications

- Serves as ex-officio board member.
- Effective administrative and supervisory knowledge and skills demonstrated by experience, including office and program management, development and administration of budgets and supervisor of personnel.
- Demonstrated organizational skills.
- Leadership ability and initiative as demonstrated by work experience and/or professional/community organizations.

- Ability to communicate effectively, orally and in writing.
- General knowledge of the organizational structure and operation of Epsilon Sigma Phi.
- General knowledge and understanding of the Cooperative Extension Service
- Computer knowledge regarding QuickBooks, Google Suite, word-processing, spreadsheets, data management, form management tools, video conferencing, and website maintenance (with content management system).
- Advanced knowledge and awareness of computer technology, including software and website development.

## PROPOSAL PROCESS/INFORMATION REQUESTED OF APPLICANTS

Epsilon Sigma Phi would like all applicants responding to this process to address each of the items below as a part of the application process.

1. A description of how you, your land-grant college/university, your department, or your association management company, is organized to serve our members.
  - a. Size of staff.
  - b. Skills/expertise of staff.
  - c. Description of staff who would work on Epsilon Sigma Phi's account.
2. An indication of your ability to provide support for each aspect of the job description above. Also indicate services that you would typically outsource and/or would recommend outsourcing.
3. An explanation of your experience or the company's experience related to working with professional/educational/non-profit organization such as ESP.
4. A clear explanation of how you or your firm charges for its services.
5. The educational, professional and life experiences that specifically qualify you to serve as Executive Director of Epsilon Sigma Phi.
6. A description of the types of software you would use for our account, such as for accounting, email lists, website, and award submissions if you propose different options other than QuickBooks, Google Suite, Wufoo Forms, and the Wild Apricot Membership Management.
7. Provide proof of eligibility for Dishonest Employee Insurance for one million dollars.
8. A description of how you or your association management company will meet the immediate challenges and fulfill the future goals of our association.
9. A transition schedule to provide support from current Executive Director.
10. Costs for the transition activities.
11. A representative client list and references.
12. Financial references.
13. Please include your bio, vita, or company profile statement.



## TIMELINE

The following timeline will apply to this process:

Proposal Due	May 1, 2021
Initial Screening of proposal by Search Committee	May 2021
Screening / Finalist Interviews / Presentation	June 2021
Recommendation to Board of Directors	July 1, 2021
Contract Approval by Board of Directors	August 5, 2021
Transition process	August-October 2021
Formal start date / Assume day to day operations	October 1, 2021 or November 1, 2021

If the timeline changes, the Search Committee will keep all applicants apprised.

### Available Upon Request:

1. Bylaws
2. Strategic Plan
3. Financial Statements
4. Policies and Procedures

Edited February 15, 2021