

## **Request for Proposal for Association Coordinator**

### **Background**

The Wisconsin Municipal Clerks Association (WMCA) is requesting proposals for the services of a Coordinator for the Association. WMCA is an association whose purpose is to improve the administration of local government and to benefit those persons holding the title of City, Village, Town Clerk or Deputy Clerk, or any official having similar duties.

The position is that of an independent contractor and is not an employee of the association.

The business of the WMCA is conducted by the Executive Board of the Association. The Board consists of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, District Directors, the immediate Past President and Officers-At-Large.

The WMCA is a 501(c)(3) non-profit association composed of municipal clerks and those who provide services for municipal clerks or who are Clerks-at-Heart. Current membership is approximately 1,550.

A majority of the records are maintained in a computerized database owned by the WMCA.

See the associated "Contract for Services" which would be entered with the WMCA upon selection of a coordinator for additional information.

### **Responsibilities of Coordinator**

The WMCA Coordinator responsibilities are as set forth in the attached "Contract for Services".

### **Qualifications**

The person in this position must have:

- Excellent verbal and written communication skills.
- Ability to work independently and/or with multiple constituents.
- Administration skills
- Organizational skills
- Communication skills
- Computer skills (currently using Microsoft Office Suite and Dreamweaver website software)
- A Bond for handling deposits in an amount set by the Executive Board
- Valid drivers license

The Coordinator shall provide all office equipment including computer, printer, general office software, internet access, e-mail, telephone, voice mail, fax machine, and any other equipment necessary to perform contracted responsibilities. Provide a certificate of insurance.

Since not every contingency can be addressed in a preliminary proposal, it is expected that the authors of the proposals may be contacted by the search committee to discuss their proposals' details.

## **Contract Length and Conditions**

The expected length of the contract is thirteen months. The contract begins September 1, 2010 and runs until September 30, 2011. Annual renewals will run from October 1<sup>st</sup> through September 30 after the original contract and may be renewed for two years. The WMCA Board reserves the right to terminate negotiations when it is believed to be in the best interest of the Association.

## **Compensation**

Compensation will be negotiated on an annual basis and will be paid out in equal monthly installments. Submit fee information as a separate attachment of your proposal that is clearly marked as such.

Cost proposal should include the annual compensation amount and mileage reimbursement rate. WMCA will reimburse for office supplies and lodging expenses for required travel.

WMCA Coordinator will be reimbursed for lodging and mileage for the annual conference in an amount per WMCA policy for Tuesday – Friday of the conference.

## **Minimum Proposal Contents**

Proposals should cover at a minimum:

Ability to fulfill responsibilities described above and in the associated contract;

Identify the main contact in the future.

Three professional references are required

A List of membership in professional organizations.

Electronic submittal is required.

## **Timeline:**

Proposals are due by 1:00 o'clock on Friday, April 2<sup>nd</sup>, 2010.

Submit proposal to: Arenz, Molter, Macy & Riffle, S.C.

Attn: Attorney John Macy

720 N. East Avenue

Waukesha, WI 53186

## **Selection Process:**

- Proposals will be reviewed within one week of the proposal due date.
- Candidates will be notified of results or contacted if selected for an interview.
- Tentative interview presentations for final selection will be done on April 30, 2010- interviews and presentation will be a maximum of 45 minutes.
- Final selection will be made by April 30, 2010.

**WMCA COORDINATOR  
CONTRACT WITH THE WISCONSIN  
MUNICIPAL CLERKS ASSOCIATION (WMCA)**

This contract has been made and entered into effective September 1, 2010 through September 30, 2011, by and between \_\_\_\_\_ hereinafter referred to as WMCA Coordinator, and the Wisconsin Municipal Clerks Association, hereinafter referred to as WMCA.

**PURPOSE OF CONTRACT:**

The WMCA is an association whose purpose is to improve the administration of local government and to benefit those persons holding the title of City, Village, Town Clerk or Deputy Clerk, or any official having similar duties.

The business of the WMCA is conducted by the Executive Board of the Association. The board consists of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, District Directors, immediate Past Presidents and Officers-at-Large.

The WMCA is a 501(c)(3) non-profit association composed of municipal clerks and those who provide services for municipal clerks or who are Clerks-at-Heart. Current membership is approximately 1500.

The WMCA Coordinator reports to the Executive Board of the WMCA and maintains an open communication to build awareness among WMCA Board members.

**RESPONSIBILITIES TO BE PERFORMED BY THE WMCA COORDINATOR:**

The WMCA Coordinator shall provide services as an independent contractor on behalf of the WMCA and is not an employee of the WMCA.

The WMCA Coordinator shall be available during regular office hours 8-5 M-F to the membership.

The WMCA Coordinator shall provide the following services:

- Serve as the Administrative Assistant for the Association.
- Act in a supportive role for the Executive Board, District Directors and Committee Chairs.
- The coordinator will assist in promoting membership retention, recruitment and practical growth of the association.
- Store and maintain the records of the WMCA including computer backups which must be performed weekly and stored separately in a safe manner offsite as determined by the Executive Board.
- Maintains current computerized membership roster, including such items as municipality, name, title, mailing address, e-mail, population, district, telephone, fax, mentor, and survey information. These records are maintained in a computerized database owned by the WMCA.
- Maintain and update the WMCA website pages as necessary to keep the website current for the membership, including Executive Board and committee rosters, all educational

opportunities, calendar of current events, job opportunities, current and future conference information, associate member information, and posting the latest manuals, forms and brochures available, and any other updates as needed.

- Serve as Administrator for all electronic forms of communications, including all e-mail networks (clerklist, memberlist, & memberlist2) and the Members Only section of the WMCA website. These systems require daily monitoring.
- Arranges accommodations for and attends WMCA Executive Board meetings.
- Creates, distributes and processes within 48 hours all membership applications, renewals, and maintains all records thereof.
- Send out annual dues statements via e-mail to all members including vendors with e-mail addresses and print and mail to remaining members, by January 1 of the current year.
- Responsible for collecting, recording and depositing association funds and remits summary sheet, to WMCA President and Treasurer on a weekly basis.
- Assists the Executive Board, District Directors, and Committee Chairs with membership promotion and special assignments including various meetings and conferences as determined by the Executive Board.
- Assists the President in sending letters to vendors for scholarship support, invitations to IIMC District Directors and other dignitaries for the annual conference and any other correspondence deemed necessary.
- Assists in preparing education certificates as needed and distribution of the certificates.
- Sends e-mail messages and mailings as requested by the President.
- Attends meetings of the Executive Board and other committees as directed by the Executive Board and/or WMCA Committee Chairs as requested, to assist with coordination of WMCA information.
- Reports activities on a monthly basis to Officers.
- Assists the Officers by attending the following meetings and conferences to promote the WMCA by providing information, distributing brochures, and setting up the Association's display board with current information on WMCA:
  - a. League of Wisconsin Municipalities October Annual Conference (8 hour minimum on Thursday)
  - b. UW Green Bay Institute (2 day, 1 night minimum)
  - c. October Towns Association Conference (8 hour minimum on Monday)
  - d. August WMCA Annual Conference (Tuesday through Friday attendance)
- Maintains the following records in paper and electronic versions as applicable:
  - a. Executive Board Minutes
  - b. Annual Business Meeting Minutes
  - c. Treasurer's Report
  - d. WMCA Incorporation papers, filings and related federal tax papers
  - e. WMCA Constitution.
  - f. The Quill
  - g. Policy and Procedure Manual
  - h. Conference Manual
  - i. Officers Manual
  - j. District Directors Manual
  - k. Professional Education Committee points documentation(for one year and then destroy)
- Assists the 2<sup>nd</sup> Vice President with production of quarterly newsletter – “The Quill”
- Promotes advertising for “The Quill” and the annual WMCA Conference from vendors.

- Inventories and orders WMCA supplies as needed such as letterhead, envelopes, Association pins and other materials.
- Performs other duties as requested by the Officers.

Performs the following duties for the WMCA Annual Conference:

- a. Member Registration, including:
  - Create registration forms for Quill.
  - Receive all registrations associated with the conference.
  - Create nametags and lunch tickets.
  - Organize registration materials.
  - Assist conference committee with registration of attendees at the conference.
- b. Vendor Registration in conjunction with Vendor Committee:
  - Create vendor registration forms.
  - Mail information to vendors regarding the conference.
  - Receive all registration and sponsor money and deposit in association account.
- c. Professional Educational Committee Classes (PEC), New Clerks Class and U.W. Green Bay Class:
  - Assist with meals and break refreshments on Wednesday.
  - Assist the committee with registrations for the New Clerks Class and PEC Program(s).
- d. Prepare Conference Binders:
  - Assist the President and PEC on the content.
  - Purchase of binders, tabs, paper and any other materials necessary for the conference binder.
  - Create the pages for the binders and receive approval from the President of final content and print the pages of the binder utilizing a professional printing company if necessary with Executive Board approval.
  - Coordinate the assembly of the binders with the Conference Committee.
  - Provide transportation of binder materials to the conference.
- e. Assist President with preparation of the Opening Ceremony, Business Meetings and the President's Banquet including the program materials.
- f. Provide support to the Conference Committee.
- g. Assist contracted conference coordinator.
- h. Any other duties deemed necessary by the WMCA Conference Chairs.

### **QUALIFICATIONS:**

The person in this position must have:

- Excellent verbal and written communication skills
- Ability to work independently and/or with multiple constituents.
- Administrative skills
- Communication skills
- Computer skills (currently using Microsoft Office Suite and Dreamweaver website software)
- A Bond for handling deposits in an amount set by the Executive Board
- Valid driver's license

All records, not in electronic form, shall be turned over to the current President for electronic conversion by September 1<sup>st</sup> of every year.

The Coordinator shall provide all office equipment including computer, printer, general office software, internet access, e-mail, telephone, voice mail, fax machine, and any other equipment necessary to perform contracted responsibilities.

The WMCA Coordinator shall provide WMCA with a Certificate of Insurance upon acceptance of the contract in a form and in an amount established by the WMCA Executive Board.

**TERMS OF THIS CONTRACT:**

This contract shall be for a period commencing September 1, 2010 and ending September 30, 2011.

Compensation for services provided hereunder, the WMCA Coordinator shall be paid \$\_\_\_\_\_ annually in monthly installments of \$\_\_\_\_\_. Each month's payment shall be due on the last business day of the month in which services were performed.

WMCA Coordinator will be provided with two items of WMCA logo wear apparel.

The WMCA or the WMCA Coordinator may terminate the contract with a three (3) month termination notice, or less by mutual agreement. In the event of termination by either party, WMCA Coordinator will continue to serve WMCA until the agreed upon termination date. All records, database, supplies, and materials are to be turned over to the current President within 48 hours of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, following approval by the WMCA Executive Board.

\_\_\_\_\_  
WMCA Coordinator

\_\_\_\_\_  
20XX-20XX, WMCA President

\_\_\_\_\_  
20XX-20XX WMCA Secretary

\_\_\_\_\_  
20XX-20XX WMCA Treasurer