

REQUEST FOR PROPOSALS

Executive Director and Administrative Services for ACCI

The American Council on Consumer Interests (ACCI) is seeking proposals for Executive Director and administrative services starting May 1, 2012 (with transition in April 2012). The organization will begin reviewing applications in January 23, 2012, and will continue until a service provider is chosen. Applications should be submitted electronically to Dr. Teresa Mauldin, ACCI Board of Directors, at tmauldin@fcs.uga.edu.

ABOUT THE ORGANIZATION

Founded in 1953, ACCI is a nonprofit 501(c)3 professional education organization whose members include U.S. and international consumer and family economists and other academicians in allied fields, as well as other government, corporate, and nonprofit employees with professional interests in consumer well-being. ACCI has approximately 145 members with an average of 100 individuals attending recent annual conferences. The ACCI Board of Directors meets in person once a year and monthly by conference call. Board members are volunteers elected from the membership. For details on ACCI activities, services, and publications please see www.consumerinterests.org.

ACCI is supported by modest revenues generated by membership dues, restricted and unrestricted investment income, publications revenue, and occasional gifts from corporations or grants from nonprofit organizations.

ACCI currently contracts with Boiler Development (Dr. Sharon Burns) to provide administrative and management services. The ACCI Executive Director and administrative team currently provide Board management, member services, external communication, publication management, accounting and record keeping, and conference management.

ABOUT THE REQUESTED SERVICES

The scope of the work, in priority order, required of the new management organization includes helping raise the profile of ACCI and developing partnerships with other organizations as set forth in ACCI's mission as well as administrative and management duties. The executive director and administrative services needed by ACCI are:

- **Liaison and membership growth** responsibilities include raising the profile of ACCI by connecting with research funders, media outlets and others; helping to develop partnerships with other organizations with mutual interests; and recruiting new members and retaining existing members. Some travel will likely be required.
- **Organization and promotion of the annual conference/special topic conferences** responsibilities include coordinating and providing on-site staff support; developing and dispersing all registration materials and the final program; preparing conference proceedings; confirming speakers after they are selected, reconfirming; assembling materials from speakers; preparing all ACCI awards; negotiating, monitoring, and confirming hotel contracts; and arranging for other facilities as needed. Some travel will be required.
- **Financial and administrative management** responsibilities include completing reconciliations and entries for bank and investment accounts; handling accounts payable

and accounts receivable transactions; preparing the financial statements and other reports for the conference and Board meetings; developing budgets; being the custodian of the records, minutes, and seal of ACCI; and managing the legal requirements and tax regulations for operating a 501(c)3. In addition, the financial records are audited annually with the association management service providing necessary information to the accountant conducting the audit.

- **ACCI Board responsibilities** include coordinating agenda, background materials, and minutes for Board meetings; monitoring the implementation of and follow-up related to Board policies; assisting in fundraising; and serving on the ACCI Board of Directors in an ex-officio capacity.
- **Website maintenance and “branding” material responsibilities** include keeping the website content current and posting additional web pages as directed by the Board; working with external providers to develop a new website, a logo, and other branding materials that reflect the mission of ACCI; ensuring that “brand” is consistently utilized on all materials and publications of the organization.
- **Committee oversight** responsibilities include assisting committee chairs with timelines and other responsibilities; organizing, coordinating and participating in committee meetings; and monitoring committee efforts.
- **Negotiation and oversight of activities with contractor** responsibilities include handling contracts with the *Journal of Consumer Affairs* editor and publisher (Wiley-Blackwell Publishing, Inc.).
- **Membership management** responsibilities include maintaining the membership database; processing membership renewals and reminders; handling membership fee processing; fielding incoming calls and e-mails regarding membership; assisting the membership committee with new member campaigns; keeping the membership directory current on the web; and conducting ACCI elections.

PROPOSAL CONTENT

Please describe in as much detail as possible your organization’s anticipated approach to the work described above. The proposal should include:

- 1) Brief company or organization profile;
- 2) Plan to accomplish the work of the organization. This is the heart of the proposal and will outline your management plan
- 3) Staffing. Describe current organizational staffing and how work will be assigned;
- 4) Experience and references. Describe your organization’s experience in serving similar organizations and list two references with contact information; and
- 5) Costs. Please provide details on how your organization will charge for management services.

REVIEW

A committee will review all proposals received and submit recommendations to the ACCI Board of Directors. Ranking will be based on qualifications and experience, demonstrated understanding of the organization and its members and cost. Telephone interviews and onsite visits with some candidates may be conducted in February 2012. Selection is expected by March 1, 2012 and services provided beginning in May 1, 2012, with transition activities beginning in April 2012.