

## **Request for Proposal - Executive Director, CSACSM Regional Chapter**

**Primary Duties of the Executive Director:** The Executive Director shall maintain an administrative office through which the routine business of the CSACSM Chapter shall be conducted. The Executive Director shall supervise the finances of chapter by maintaining appropriate financial records of the income and expenditures of the Chapter. The Executive Director shall be responsible for preparing financial reports for the Board of Directors and the annual business meeting. The Executive Director in conjunction with ACSM will maintain the Chapter's roster of membership. The Executive Director shall submit the necessary annual reports and documents to ACSM. The Executive Director will serve a 3-year term but is eligible to serve additional terms if they choose. There will be no limit on the number of consecutive terms any individual can serve as Executive Director. A retiring Executive Director shall be immediately eligible to serve as Executive Director, Representative to Regional Chapter Committee, President-Elect, Secretary, or State Representative.

**Other duties:** The Executive Director with the consent of Board of Directors of CSACSM shall appoint the Chair of the Sponsorship Committee, the Chair of the Exercise is Medicine Committee and the Chair of the Leadership and Mentorship Committee.

**Eligibility:** Eligibility for Executive Director includes serving as Past-President or Secretary/Treasurer of the CSACSM.

**Timeline:** Applications will be accepted from 12/15/15 until 5:00p CST 1/31/16. Evaluation of proposals will be conducted from 2/1/16 until 2/28/16. If additional information or discussions are needed during this 4-week window, the applicant(s) will be notified. The selection of Executive Director will be made no later than 3/1/16.

The President and Past-President will review the proposals and make a recommendation to the Board of Directors of CSACSM for appointment of the Executive Director. The appointment of the Executive Director must be approved by majority vote of the Board of Directors of CSACSM

The Request for Proposal (RFP) should be completed electronically and submitted as a .pdf or .doc(x) type file. The RFP should be typed using Arial or Times New Roman, 12-point font with 1-inch margins. The RFP should contain subheadings addressing each of the following areas:

- A. Cover Letter
- B. Project Overview
- C. Profile of Executive Director candidate
- D. Description of Services, Staffing, and Equipment
- E. Response to Scope of Services
- F. Pricing Proposal/Budget

**Please submit all proposals to Scott Richmond, [ScottRichmond@MissouriState.edu](mailto:ScottRichmond@MissouriState.edu)**

## ***Sample Proposal for Executive Director, CSACSM Regional Chapter Office***

**Susan K. Jonstone, Ph.D.**  
**Central Southern State University**  
**City, State, zip code**

### **A. Cover Letter**

### **B. Project Overview**

The purpose of this project is to provide services as described in the *Request for Proposal, Central States Regional Chapter of American College of Sports Medicine, Executive Director*. I would like to serve in the Executive Director position with the CSACSM office to be housed at Central Southern State University, City, State, during AY 2016-2017.

### **C. Profile of Executive Director candidate**

Executive Director candidate – Susan K. Jonstone, Ph.D.

I have been a member of both the American College of Sports Medicine and the CSACSM since February 1997 when I gave my first presentation as a Master's student at the CSACSM meeting. I have since given numerous presentations at the national and regional meetings. I served the CSACSM chapter as a board member for two terms and have also been President-Elect/President/Past-President. I have coordinated two of the former meetings at Kansas City, KS. In addition, I have served on numerous national committees, and am currently on the Health and Science Policy Committee.

### **D. Description of Services, Staffing, and Equipment**

A designated room, Rm. #21 KIN building, will be provided by the Department of Health and Human Sciences. A designated email and telephone will be set-up for delivery to the Executive Director and the CSACSM Regional Chapter office email. In addition, the Executive Director will have a designated computer station and access to a printer/copier/fax machine.

Two Exercise Science student workers designated at the supervisor level will be contracted. One student will work approximately 10 hours per week on CSACSM business as described in the Scope of Services (see Part E). A second student worker will be an identified computer science major, who will work approximately 2 hours per week to maintain the CSACSM website. Other student workers may be contracted on an hourly basis as needed to perform all services leading up to the annual meeting as well as office coverage during the summer.

The focus of the first year will focus on a smooth transition of the chapter office from Central Southern State University, focusing on the development and maintenance of the CSACSM website, office records, and reporting responsibilities. Whenever possible the chapter office will try to take advantage of student worker staffing opportunities at Central Southern State University as well as the services and expertise offered by the ACSM National Office to reduce costs without comprising the autonomy and mission of CSACSM.

## **E. Response to Scope of Services**

As detailed in the CSACSM Request for Proposal, the Executive Director in conjunction with student workers and supervisors will provide the following services:

- Provides telephone coverage and timely responses to telephone or other inquiries
- Coordinates all membership correspondence (i.e., telephone, email, direct mail, website, etc.).
- Maintenance and archiving of CSACSM chapter historical documents and files (e.g., Board minutes, strategic plans, operating budgets, etc.)
- Continuance and updating of policy and procedures and operating codes in conjunction with the Board of Directors
- Maintenance and updating of the directory for the CSACSM Board of Directors
- Scheduling and arrangements for meetings and conference calls at the President's request to include the notifications of committee members, development and distribution of an agenda, etc.
- Attendance by the Executive Director at all Board of Directors meetings
- Assistance to CSACSM Committee Chairs as directed by the President
- Coordination of membership services (e.g., collection of membership fees, database management of membership lists, and membership reports/updates as requested by the Board)
- Auditing, tracking, and oversight of bank accounts (e.g., collection and deposit of all revenues, bill payment, and written reports of financial status quarterly and/or as requested by the President)
- Prepare an annual budget and chapter financial report
- Preparation and submission of annual reports for the American College of Sports Medicine National
- Liaison to the American College of Sports Medicine as directed by the President
- Coordination and production of electronic and printed materials (e.g., website, email blasts, brochures, special announcements, etc.)
- Assists Board as directed in CSACSM sponsored professional conference/meetings (e.g., Annual Meeting): arranges facilities; oversees marketing, coordinates brochure development, secures mailing lists, collaborates with co-sponsors, corresponds with speakers, in collaboration with the Past-President secures invited speaker accommodations and travel arrangements and coordinates annual conference abstract submissions, processes registrants, assists in continuing education processing, directs/oversees student volunteers, oversees all conference operations and reports financials, registrant and evaluation information to Board upon completion.
- Provision of organizational support and guidance to the Board and participation in strategic planning (e.g., goal setting, membership development, meetings and education, operational management, marketing, financial planning, public outreach, special projects, etc.)
- Assists with managing chapter elections and corresponds with the national office for distributing and compiling the ballots;

## F. Pricing Proposal/Budget

CSACSM

### Personnel

#### *Fall Semester*

Clerical student worker

10 hours per week at \$8.50/hour for 13 weeks

\$1,105

Computer services student worker

2 hours per week at \$10/hour for 13 weeks

\$260

#### *Spring Semester*

Clerical student worker

10 hours per week at \$8.50/hour for 13 weeks

\$1,105

Computer services student worker

2 hours per week at \$10/hour for 13 weeks

\$260

Additional student workers as needed for coverage during the summer and assistance with delivery of services for annual meeting

\$1300\*

### Office Space

Estimated compensation for usage of phone, fax, copies, long distance charges, conference calls, etc. based on previous proposals

\$1500\*

### Web Hosting Service

\$250

### Travel

Estimated travel and expenses for Executive Director to attend Board meetings at the National Meeting and CSACSM annual meeting

\$2,500

Estimated travel and expenses for student workers to attend the CSACSM annual meeting

\$700\*

**Total:**

**\$8,980**

\*Any monies that are not used in direct support of the CSACSM chapter will not be billed.