

KASBO REQUEST FOR PROPOSALS
EXECUTIVE DIRECTOR
ASSOCIATION AND CONFERENCE MANAGEMENT SERVICES

The Kansas Association of School Business Officials (KASBO), hereinafter referred to as the “Association”, invites applications from individuals, firms and institutions to provide operational and managerial support for the Association, including the provision of Executive Director services and conference management services.

KASBO was founded in 1964 as an affiliate of the Association of School Business Officials International (ASBO) to support school business professionals in the State of Kansas. KASBO is a 600+ member driven organization providing its members with education, training, professional development and legislative/policy news; all with one goal in mind - the support of classroom learning through sound fiscal business management practices.

KASBO invites bids from entities or individuals wishing to provide association management, Executive Director and conference management services. It is also possible to bid individually on one or more components as long as the applicant provides a plan for how all services required by the Association will be provided. Key requirements include working closely with the KASBO President, Executive Committee and Board of Directors to further the initiatives and mission of the Association, **under a three-year contract with two annual renewals.**

I. The Contractor / Executive Director will provide the following services:

A. Leadership

1. Work with the current President to determine what actions should occur and which section of the organization should be brought into the decision-making process with authority to approve the action to move forward. While the decision-making authority lies with KASBO, the Executive Director shall provide leadership on organizational issues and work behind the scenes to insure all the operational issues are being addressed on a timely basis.
2. Maintain information on the operations of KASBO and insure that said information is passed on as the executive leadership changes from one year to the next.
3. Provide guidance, direction, and training for the executive leadership, committee chairs, and Board of Directors to maintain the operations of KASBO.
4. Maintain frequent contact with the President to direct the planning and execution of the meetings, workshops, and convention.
5. Coordinate and facilitate the work of all KASBO committees, including the development of annual work plans for each.
6. Maintain and communicate the duties of each KASBO committee.

B. KASBO Annual Convention

1. Maintain and share with the convention planning committee a list of all duties needing assignment for a successful convention.
2. Prepare and share with the convention planning committee a report of attendance data, revenues and expenses for the prior five conventions.
3. Contact, follow-up and confirm all presenters, with time allowed for each presenter to proof the convention program as it relates to his/her session.
4. Contact, follow-up and confirm all entertainment for the convention.
5. Contact, follow-up and confirm all venues related to the convention.
6. Contact, follow-up and confirm all transportation providers.
7. Contact, follow-up, and confirm all arrangements with vendors.
8. Ensure the preparation, proofing, printing and assembling of the convention program in an acceptable and reasonable style, format, quality and timetable as established by the KASBO Convention Committee. The quantity will be decided at the time of printing.
9. Coordinate the assignment of space for all convention program activities with hotel staff, the KASBO Convention Committee, and appropriate KASBO officers.
10. Coordinate all necessary activities to include (but not limited to) registrations for attendees and vendors, preparing packets for attendees, etc.
11. Attend the KASBO Convention to assist with the convention as needed.
12. Arrange convention meal guarantees with hotel staff and the KASBO Convention Committee.
13. Negotiate contracts to the best advantage of KASBO.
14. Develop an evaluation process of the convention, including developing an evaluation instrument, tabulating the responses, and organizing the results to be shared with the KASBO Convention Committee and the KASBO Board of Directors.
15. Collect and prepare the Executive Director's convention expenses for payment as soon as possible following the state convention.
16. Contact, follow-up and confirm all hosts and other convention workers.

C. Workshop

1. Arrange for a fall workshop during the year as directed by the Board. Topics are to be coordinated with the Professional Development Committee and the Board of Directors. Fees to the workshop will be approved by the Board of Directors.
2. Contact, follow-up and confirm all presenters and make appropriate arrangements for meals, accommodations and meeting spaces.
3. Prepare, proof, and print promotional and registration information for the workshop.
4. Provide an updated email address list and email promotional and registration information to members.
5. Receive and record all revenue using pre-numbered receipt books and/or online registration reports, forwarding complete accounting information to the KASBO Treasurer and Professional Development Committee.
6. Develop an evaluation process for the workshop, including developing an evaluation instrument, tabulating the responses, and organizing the results to be shared with the KASBO Professional Development Committee and Board of Directors.

D. Board/Committee Meetings

1. Schedule meeting space and meals for KASBO board meetings and KASBO committee meetings.
2. Prepare agendas for meetings in consultation with the President.
3. Attend all Board and committee meetings.
4. Provide communication to all committees and the Board regarding the meeting schedules.

E. Membership Data

1. Develop and maintain the KASBO membership database providing KASBO Board and standing committees with accurate membership information and records in the form of regular reports.
2. Develop an email group list of the membership for sending newsletters, convention and workshop publicity, reminders and invitations.
3. Provide updated email addresses for other KASBO uses.
4. Encourage and promote KASBO membership, making personal contact as needed.

F. Association of School Business Officials International (ASBO)

1. Contact, follow-up, confirm and make appropriate arrangements for meals, accommodations, hospitality suites, and meeting spaces for Kansas attendees.
2. Attend the ASBO Convention to assist as needed, including travel and registration arrangements for the KASBO officers attending.
3. Assist as needed in the campaign of KASBO members running for ASBO office, including, but not limited to, coordination of food and entertainment for a reception, preparation of invitations to a reception, and Kansas pins and other items for distribution.
4. Stock the KASBO hospitality suite with refreshments, if applicable.
5. At the direction of the Board, attend the ASBO Leadership convention and arrange travel for KASBO officers approved to attend.
6. Serves as liaison to, and networks with, the Executive Directors of other ASBO organizations.

G. Accounting

1. Develop an annual budget for the organization.
2. Coordinate filing of financial reports required with the KASBO Treasurer.
3. Receive and record all revenue using pre-numbered receipt books and/or online registration reports, forwarding complete accounting of information to the KASBO Treasurer and appropriate committee.

H. Vendor Development

1. Develop and maintain vendor sponsor relationships; cultivate existing sponsors with the goal of increasing their sponsorship level.
2. Perform post-conference follow-ups with vendor sponsors to determine any concerns they may have and suggest improvements to the Board.
3. Solicit participation and sponsorship of new vendors.
4. Assist vendor partners with event coordination (ex. annual golf/bowling tournaments).

II. The Contractor / Executive Director will develop, implement and maintain the following:

A. Website/Internet Development and Management

1. Keep the KASBO web site updated, refreshed, and current using the services of the host of the KASBO website.
2. Analyze statistics ("hits"), to focus work on frequently visited pages.
3. Maximize the site's visibility on the most widely used search engines.
4. Manage both a public site as well as a "members only" site.
5. Manage and conduct online member surveys.
6. Assure search engine optimization to increase the KASBO website's visibility.
7. Develop list serves for member segments, sectors, or interest groups.
8. Explore and develop the website as a revenue source through cooperating vendors.

B. Communications

1. Develop and utilize an email group list of school district contacts statewide for the purpose of promoting KASBO membership.
2. Email promotional materials on workshops and conventions to KASBO members and statewide contacts.
3. Promote KASBO via social media outlets and serve as an administrator on the accounts.
4. Be the primary contact for questions and concerns from KASBO members.

C. Legislative Advocacy

1. Coordinate KASBO's presence with the Kansas Legislature and the Kansas State Department of Education working with the following groups: United School Administrators (USA), Kansas Association of School Boards (KASB), and Kansas Association of School Superintendents (KASSA).
2. Track legislation which might affect KASBO and its members and keep the Board aware of important issues.
3. Work with USA and KASB to promote membership testimony on relevant legislation.
4. Inform membership of relevant legislative action.

Applicants are invited to submit proposals that detail their expertise and experience as pertains to the services required. Applications should include complete fee proposals, a resume for key individuals, and names and contact information for three individuals prepared to provide professional references. The fee proposal should provide total pricing for all of Section I, as well as individual pricing for each subsection of Section II. The deadline for proposals is April 15, 2022 with a hiring decision to be made by the KASBO Board of Directors soon after. The expected start date of services will occur no later than June 1, 2022. Address applications and queries to Tracey Moerer (moerert@usd290.org), President - KASBO.