

LOUISIANA ASSOCIATION OF CONVENTION & VISITORS BUREAUS

REQUEST FOR PROPOSAL

FOR

ASSOCIATION COORDINATOR

ABOUT LOUISIANA ASSOCIATION OF CONVENTION & VISITORS BUREAUS

The LOUISIANA ASSOCIATION OF CONVENTION & VISITORS BUREAUS (LACVB) is a membership driven organization comprised of various-sized convention & visitor bureaus and tourist commissions formed to provide professional, educational and marketing opportunities to its members. LACVB serves as the single unifying voice for its members and is dedicated to the professional growth of its members.

LACVB MISSION

To influence and develop the economic growth of the convention and visitor industry in Louisiana and to enhance awareness of this industry as an important economic generator.

LACVB Information

LACVB has a current membership of 33 CVB's from across Louisiana and 3 associate members. Quarterly meetings are conducted within the state at member locations.

REQUEST FOR PROPOSAL REQUIREMENTS

Association Coordinator (AC) acknowledges these facts:

- **Coordinator does not set policy**
- **Coordinator provides support**
- **Coordinator does not speak for association**

EXPERIENCE

Coordinator must have working knowledge of Louisiana tourism industry and in depth knowledge of convention bureaus/tourist commissions. Coordinator must have working knowledge of state agencies that contract with association. Coordinator must have experience working with legislative process.

LOCATION AND ACCESSIBILITY

Indicate location where services will be provided and hours available.

EQUIPMENT/STAFF SUPPORT

List qualifications of Association Coordinator

Indicate equipment and software to be used by Association Coordinator

SPECIFIC JOB DESCRIPTION AND RESPONSIBILITIES

The Association Coordinator is responsible for the efficient management and clerical activities of LACVB. Coordinator must demonstrate ability in the areas of meeting planning, financial record keeping, human relations, communication, legislative consulting, and computer skills.

Responsibilities:

ADMINISTRATION

- Maintain office and software programs
- Prepare mailing, produce a quarterly newsletter, maintain adequate filing system, prepare correspondence, answer telephone during normal business hours, mobile phone communication when away from the office.
- Maintain LACVB inventory, resource library, records, graphics, artwork, training materials and other resources that remain the property of LACVB
- Coordinate materials for Board meetings, issue meeting notices for the Chairman, work with Chairman to prepare agendas and materials for meetings, take minutes at meetings and distribute to Board, prepare monthly report for Board meetings or send to Board when no meetings are held, prepare monthly activities for Chairman
- Provide job posting service, update LACVB's website and online job postings
- Coordinate legislative information
- Carry out any duties required by the President and Executive Committee
- Maintain close working with relationship with President and Executive Committee
- Administer, coordinate and report on approximately 12 events annually through grant contract with the Louisiana Office of Tourism

MEMBERSHIP

- Recruit Active, Active- non-voting, Associate and Allied Members
- Invoice and collect dues
- Maintain association database
- Retain records of member participation for every meeting
- Compile membership directory
- Conduct yearly membership survey

MEETING PLANNING RESPONSIBILITIES (Conjunction with President)

- Coordinate, prepare and distribute meeting notices and agendas
- Coordinate, prepare and distribute meeting minutes
- Coordinate attendance for meetings
- Attend, coordinate, and prepare all aspects of meetings including accommodations, meeting space and food and beverage requirements

ACCOUNTING RESPONSIBILITIES

- Handle all bookkeeping, including deposits, accounts payable, accounts receivable, reconciling bank statements, invoicing and maintain all financial files including:
 - Profit and Loss Actual vs. Budget YTD
 - Profit and Loss Actual vs. Budget Monthly
 - Transaction Detail Report by Account
 - Deposit Detail Report
 - Balance Sheet TTD
- Provide monthly financial reports to President and Treasurer
- Provide quarterly investment reports to the Board of Directors
- Work with Treasurer to prepare an annual budget
- Prepare all financial records for year-end review

LEGISLATIVE CONSULTING

- Keep members of LACVB informed of any and all pending legislation concerning tourism issues, CVB issues, board and commission issues, and financial issues.
- Prepare and present all pre-filed legislation that may impact LACVB members

FEES/COSTS

Proposal should include three quotes.

- One quote – Legislative Consulting
- One quote – Association Management
- One quote – Combined legislative and management contract

LACVB will pay for itemized long distance telephone charges, printing, postage, photocopies, office supplies, travel and accommodations for quarterly meetings, and other authorized out-of-pocket expenses. Reimbursable items are to be submitted on a monthly basis by expense report with receipts.

LACVB is seeking a contractual agreement of 12 months, to begin January 2, 2012 and end December 31, 2012 and renewed annually thereafter, if mutually agreed. LACVB has the right to review performance of Association Coordinator after 6 months and has the right to amend contractual duties.

Either party may cancel the contract with 30 days written notice.

Members of LACVB are excluded from serving in the Association Coordinator position.

All materials, documents, computer files and financial documents are property of LACVB and are considered confidential material.

TRANSITION

Include a transition schedule and estimated additional costs, if any.

ADDITIONAL MATERIALS

Please provide any additional information relevant in our determination of your qualifications.

Please submit proposal to:

LACVB
P.O. Box 1254
Jennings, LA 70546
lacvb@bellsouth.net

TIMELINE

Proposal Announcement	September 15, 2011
Proposal Due:	October 14, 2011
LACVB Membership Vote	November 28, 2011
Written Notice of Acceptance:	November 30, 2011
Start Date:	January 2, 2012