



Request for Proposals for

Executive Director and Administrative Services Illinois Association of Groundwater Professionals (IAGP)

Proposals should be submitted via email to edsearch@iagp.org no later than **March 1, 2012**. Insofar as possible, all submissions will be held in confidence for review only by members of the search committee and the IAGP Board of Directors.

Individuals, association management companies and others are all welcome to submit a proposal for contract services. The Executive Director reports directly to the Board President. Any outside services or consultants are supervised by the Executive Director.

IAGP is looking for a dedicated Executive Director to fulfill the outlined service areas below. While not a full-time position in total hours, IAGP headquarters must be available to members and the public on a full-time basis. Position requires some weekend work and some intra and out of state travel. Knowledge of the Illinois legislative process is desirable.

Overview IAGP is a not-for-profit trade association dedicated to the protection and effective use of groundwater in Illinois. IAGP members include state-licensed water well and pump installation contractors, geothermal loop installers, water treatment dealers, manufacturers and suppliers of water well equipment and services, and local regulatory agencies. Information on IAGP's members and programming can be found at www.iagp.org

Board meetings are held four times a year in Illinois and IAGP holds a minimum of three contractor education seminars each year including the Annual Meeting & Expo. IAGP is the source of training for local health department sanitarians on groundwater issues. It also participates from time to time in events that promote groundwater awareness.

Membership: 253 total (193 contractors, 40 associate, 20 affiliates)
Average yearly operating budget: \$130,000

Specific Duties

Facilities

- a) Provide fully-equipped headquarters office
- b) Provide files and storage for association documents, materials and records

Board of Directors and Committees

- a) Provide leadership advice to officers, directors and committee members
- b) Prepare meeting notices and agendas for all board and general membership meetings
- c) Staff board and general membership meetings, take minutes and provide input; staff committee meetings as appropriate
- d) Write, edit and distribute meeting minutes from board and general membership meetings
- e) Make all meeting site or telephone conference arrangements
- f) Manage the election process for officers and directors
- g) As appropriate and with Board approval, attend industry meetings on behalf of the Association such as the National Ground Water Association Convention and Washington DC Fly-In
- h) Work with website host/manager to update and manage website as needed
- i) Make arrangements for strategic planning sessions of the Board of Directors

Financial and Corporate

- a) Develop an annual operating budget
- b) Manage payables and receivables; cut checks and issue invoices
- c) Make bank deposits and reconcile bank statements
- d) Post entries and maintain general ledger
- e) Prepare quarterly financial statements
- f) Prepare and process dues renewal statements
- g) Maintain liaison with legal counsel and with accountant
- h) Ensure timely filing of tax and other required filings
- i) Provide a sound fiscal cash management plan

General Operations

- a) Provide telephone reception and adequate telephone lines
- b) Supervise mailing and shipping operations
- c) Provide filing and general clerical services
- d) Manage inventory of materials, stationery and supplies
- e) Handle association correspondence in a timely manner
- f) Maintain working relationship with the Illinois Department of Public Health, Water Well Program Directors of local health departments, National Ground Water Association and other related groups as appropriate

Membership

- a) Maintain membership records
- b) Respond promptly to inquiries
- c) Propose and implement approved membership promotions
- d) Keep website listing of members updated

Annual Meeting and Expo

- a) Negotiate contract with site and service vendors
- b) Conduct site inspections as appropriate
- c) Promote event to exhibitors and attendees
- d) Process registrations
- e) Provide meeting planning and coordination; arrange for additional on-site support as needed
- f) Work with committee to implement awards, provide writing, editing, proofreading and desktop publishing for event program

Education and Grant Management

- a) Serve as Grant Manager on any grants
- c) Work with committee to determine seminar agendas topic and file for state approval as appropriate
- d) Prepare and issue promotional material
- e) Manage site arrangements

Newsletter

Write copy for quarterly newsletter, Aquanotes

Proposal Contents should include a description of your or your company's ability to perform the work requested and include

1. How you or your company is organized to serve IAGP; a resume if the proposal is by an individual
2. A description of how services would be fulfilled and if proposal is by a management company, how staffing would be assigned
3. A description of you or your company's background in serving associations or organizations similar to IAGP
4. A explanation of cost to provide services to IAGP

Submit resume and management proposal by March 1, 2012 to: edsearch@iagp.org

Telephone or personal interviews of finalists will be conducted. Selection is expected by May 15, 2012 with services beginning in July, 2012. Requests for additional information on the position may also be sent to the above listed email address.

As an equal opportunity employer, it is our policy to provide equal opportunity in all areas of employment practice and to ensure that there shall be no discrimination against any employee or applicant for employment because of race, religion, sex, sexual orientation, national, origin, age, disability, genetic information, color, ancestry, marital status, partner in a civil union status, unfavorable discharge from military service or any other legally protected classification.