

Instructions: Request for Proposal - Executive Director Management Services (June 7, 2010)

SUMMARY: The Minnesota State Cattlemen's Association (MSCA) is currently soliciting proposals for management services for the Association. The Association desires to receive proposals for contract management services in the capacity of Executive Director of the Association. Proposals will be reviewed by the MSCA Executive Committee. Finalists will be interviewed and a recommendation for action will be provided by the committee to the full MSCA Board of Directors on July 12, 2010 at the regularly scheduled quarterly meeting of the directors.

INSTRUCTIONS: Interested personnel should review the detailed description of management services contained on pages 2 & 3 and the association by-laws located at [www/mnsca.org](http://www.mnsca.org) at the bottom of the "About Us" page on the website.

1. Complete pages 4-5 of this package & mail to: **Attn: Steve May**
MSCA Executive Director
3901 Joppa Ave. South
St. Louis Park, MN 55416
Email: maysteve@comcast.net
Phone (612) 850-5027
Fax: (952) 920-9512

2. Deadline for receipt of packages is: **June 25, 2010**

3. The general schedule is as follows:

June 7- 25	Received & Correlate Proposal Packages
June 25	MSCA Executive Committee Review & Rank Packages, Determine Candidates that merit Follow-up to Interview
June 28	Contact Candidates & Arrange Interview Dates/Locations
July 1-8	Complete Interviews, Contact Finalist and MSCA Executive Committee develop recommendation for MSCA Board of Directors (BOD)
July 12	MSCA Executive Committee present recommendation for approval to MSCA BOD at MSCA BOD Quarterly Meeting July 12, 2010
TBD	Selectee assumes management services for the association.

Points of Contact: Ted Reichmann, MSCA President (320) 808-3207
Don Schiefelbein, MSCA Vice President (303) 324-5149

Attachments: (1) Management Services Executive Director (Pages 2-3)
(2) Request for Proposal - Management Services Executive Director (Pages 4-5)

MANAGEMENT SERVICES CONTRACT SUMMARY:

The Minnesota State Cattlemen's Association desires to contract for management services as Executive Director for the Association. The Executive Director shall conduct the day-to-day activities of the association in accordance with the association by-laws and consistent with the administrative policy of the Board of Directors. The Executive Director reports to the association president on the day-to-day activities of the association, and to the executive committee, and not less than quarterly to the board of directors and on an annual basis to the association membership as outlined in the association by-laws.

MAJOR MANAGEMENT FUNCTIONS: Subject to the direction of the association the Executive Director management service contract shall include, but is not limited to:

1. Conduct the affairs of the association, establishing a sound organizational structure and maintain continuity of operations on behalf of the association. Maintain the association office, receiving and initiating phone calls, letters, emails and other correspondence on behalf of the association. Association, office hours shall be as specified by the Board of Directors.
2. Act as custodian of all assigned association funds, office equipment and other property belonging to the association. Accept funds on behalf of the association and ensure they are deposited to the appropriate association account. When not assigned direct custody of an association account, exercise overall supervision of the account on behalf of the association. In coordination with the association president, certify and approve all disbursements on behalf of the association.
3. Analyze the fiscal operations of the association to ensure compliance with local, state and federal laws and regulations. Develop and present for adoption an annual operating budget for the association. The budget shall be presented to the Board of Directors at the first quarterly meeting of year in which it would become effective. The budget shall be developed in cooperation with the association treasurer, membership and revenue development and presented to the executive committee for review prior to presentation to the Board of Directors adoption for adoption.
4. Make a full report of all transactions of the association when directed by the Board of Directors or Executive Committee. Present all association records & accounts subject to audit to the association's audit committee. When direct custody of an account is not vested in the Executive Director, coordinate presence of the custodian and presentation of the accounts to the audit committee.
5. Maintain and store the records of the association. Draft and forward communications including letters, news releases, and other official communications on behalf of the association as directed by the president of the association. Oversee the activities of the association secretary and treasurer storing record copies of all association minutes and financial reports.
6. As directed by the Board of Directors conduct, transact and contract association business in support of the association's mission. That association business includes all official activities and events of the association currently in effect and those that may be undertaken in the future at the direction of the board of directors.
7. Oversee directly or manage on a contract basis the preparation and mailing to members, periodicals, dues invoices and other correspondence as deemed appropriate by the association.
8. Oversee directly or manage on a contract basis the preparation and maintenance of an association web site as directed by the association.
9. Develop and maintain liaison with national and local associations, allied trade associations & commercial companies, government offices & organizations and other entities as necessary to conduct the association's business.

Title: Management Services Executive Director

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OTHER RESPONSIBILITIES:

1. Performs other work-related duties as assigned/required.

MINIMUM REQUIREMENTS:

1. Ability to work with and positively motivate others in accomplishing tasks
2. Experience in financial planning, budgeting and contracting for services
3. Effective oral communication skills, including some public presentations
4. Effective written communication skills, including drafting and issuing formal correspondence and communications, including use of computers and the internet
5. Valid driver's license & ability to travel independently throughout the state

EDUCATION, EXPERIENCE, AND SKILLS PREFERRED:

Broad Knowledge and experience of the Beef Industry

Knowledge of:

- Non-profit corporation operations, particularly in the areas of membership organization growth, long range planning and applicable government regulations.
- Financial management with experience in general business related accounting, contracting for services and purchases; including the preparation and presentation of budgets.

Ability to

- Communicate effectively, demonstrating effective oral, written and presentation skills. Communicate effectively with the association officers & membership, the public, government organizations, civic groups, the media and allied industry associations.
- Develop, communicate & execute detailed financial planning on both a specific event/program basis and overall annual and long range organization basis.
- Plan, direct, and coordinate a wide variety of events, including but not limited to the association annual conventions, leadership conferences, associations board of director and executive meetings, and other promotional events as directed by the board of directors.
- Recruit new members and develop services for the membership.

OTHER DUTIES AND RESPONSIBILITIES: Maintain and operate the office of the association. Provide records storage space, computer, office equipment, fax, scanner, filing equipment, printer, and other administrative equipment necessary effectively operate an office.

WORKING CONDITIONS/PHYSICAL REQUIREMENT: This position requires indoor work in an office setting and operation of various office machinery and equipment. Ability to drive a car, travel including occasional overnight stays is required. Ability to transport, set up and dismantle display booths, food booths, and other association event related equipment employed at trade shows, association meetings, education functions and conventions.

QUALIFICATION: This description of services does not constitute an employment agreement between the employer and employee, but rather provides a general outline of management services to be provided to accomplish the mission of the association.

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Submit the following items under cover letter to: Steve May, 3901 Joppa Ave.
South, St. Louis Park, MN 55416 – Email: maysteve@comcast.net, Phone (612) 850-5027,
Fax: (952) 920-9512

- (1) Professional Qualifications Resume.** – (2 page limit)
- (2) Outline of your professional skills, equipment and facilities to be used to fulfill the requested service contract.** – (2 page limit)
- (3) Summary of revenue development initiatives applicable to the Minnesota State Cattlemen's Association.** – (2 page limit)
- (4) Complete and include the information requested on this form.**

Please provide three Personal References (other than relatives or employers)

(1) Name: _____ Telephone #: _____

Complete Mailing Address: _____

(2) Name: _____ Telephone #: _____

Complete Mailing Address: _____

(3) Name: _____ Telephone #: _____

Complete Mailing Address: _____

Educational Background Did you graduate from High School or receive a GED? Yes No

Names & locations of colleges, universities, technical schools most recently attended:

(1) School Name _____, Did you graduate? Yes No

Mailing Address: _____ Phone # _____

Certificate/Degree Course of study: _____

(2) School Name _____, Did you graduate? Yes No

Mailing Address: _____ Phone # _____

Certificate/Degree Course of study: _____

(3) School Name _____, Did you graduate? Yes No

Mailing Address: _____ Phone # _____

Certificate/Degree Course of study: _____

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Work Experience - List your present and most recent 2 previous employers

(1) Employment Firm: _____ Telephone #: _____

Mailing Address: _____

Your Title: _____ Supervisor's Name: _____

Type of work you were responsible for: _____

Length of Employment: From _____ To _____ Total Years _____

May we contact this employer? Yes No If no, please explain: _____

(2) Employment Firm: _____ Telephone #: _____

Mailing Address: _____

Your Title: _____ Supervisor's Name: _____

Type of work you were responsible for: _____

Length of Employment: From _____ To _____ Total Years _____

May we contact this employer? Yes No If no, please explain: _____

(3) Employment Firm: _____ Telephone #: _____

Mailing Address: _____

Your Title: _____ Supervisor's Name: _____

Type of work you were responsible for: _____

Length of Employment: From _____ To _____ Total Years _____

May we contact this employer? Yes No If no, please explain: _____

Other relevant current professional memberships, registrations, or licenses.

(Include date first issued)

Describe any additional relevant experience or training qualifications.

