Request for proposals:  
Association management activities for the American Academy of Veterinary Pharmacology and Therapeutics

Who we are
The AAVPT was formed in 1977 to promote the science of veterinary pharmacology and therapeutics. We maintain a membership of 250-300 individuals from more than 20 countries, although the majority of our members are in North America. Our members work in the animal health industry, academia (teaching and research), and regulatory agencies, so our goal is to serve all 3 segments with our communications, meetings, and workshops. Our website is https://www.aavpt.org/default.aspx, and we have a Google Group to manage a listserv for members.

What we need
For the past 30 years, our organization has been run by volunteers on the Executive Council (EC) and from the general membership. The EC and the Long Range Planning Committee have now recognized the need for assistance to remain sustainable as an organization and to continue to be a voice in the discipline of veterinary pharmacology and the veterinary profession. Therefore, we are looking to engage professional management assistance, with the goal of prioritizing our immediate needs with the possibility of adding services in the future. We expect to work with your team in the first year to assess the relationship, determine whether the contracted hours are sufficient, and help us prioritize how best to utilize association management services.

Immediate needs
Communications
- Website: continuous updating of calendar, news, and resources; develop new content as requested by the EC or committees [estimated time = 1 hr/week]
- Newsletter: Work with newsletter editor to create and distribute regular issues [estimated time = 2 hrs/month]

Meeting management (travel not currently expected)
- Assist in the planning and management of our Biennial meetings including venue, speakers, and registration [estimated time = 100 hrs/meeting]
- Assist in the planning and management of ad hoc workshops for 60-100 attendees approximately 1/year [estimated time = 50 hrs/meeting]

Board activity assistance
- Assist Secretary with agendas and minutes of EC meetings [1-2 hrs/month]

Member management [1-5 hrs/month]
- Dues invoices, manage listserv and other member communication tools, assist with profile updating

Treasurer and Comptroller
- Assist with regulatory and tax filings and financial reports [12 hrs/year]

Potential future needs
Manage membership services such as a mentorship program and leadership development
Manage white paper development groups
Assist with developing and managing an updated branding strategy

Available budget and timing
Up to $10,000/yr
One year initial contract

What to include in your proposal
Initial plan for meeting our needs
Experience with project management and with other associations
Description of added value you could provide that is not included in our immediate needs
Proposed fee structure

Proposals will be reviewed starting on March 1
Submit questions or proposals to Virginia Fajt, vfajt@cvm.tamu.edu