

Request for Proposals: BC Rodeo Association Office Manager

Proposals are being accepted by the BC Rodeo Association Board of Directors for a contract position to fulfill the duties of Office Manager. This will be a single contract submitted by Individual(s) who are able to fulfill the duties and obligations outlined below.

The BC Entry System secretary position is also open for proposals, individuals may bid on both positions.

Submit Proposals via email to: shaylenetucker@gmail.com, Lionsheadresources@gmail.com, Allison.everett@sd27.bc.ca, deniseswampy@gmail.com

Closing Date: Open until filled.

Proposal Award: December 1st, 2023

Term of contract:

Term of RFP: 1 Years commencing January 1st, 2024, with an Option to Renew Option to Renew: The Board of Directors will review the quality, performance and costs and offer an option to renew to the successful applicant if all parties are satisfied.

The successful candidate will be required to provide a performance bond in the amount of \$2000.00. The successful candidate may request that the bond be released following the successful completion of the first term of the contract.

Successful applicant will report to: BCRA President and Board of Directors.

Proposal must include provisions for an office dedicated to the business of the BCRA. This can be a designated building or office at the person's residence but must be primary to the business of the BCRA and secure (locked when not occupied by the 'Office Manager').

Moving costs and expenses will be the negotiated by the selected applicant and the BCRA Board of Directors.

Office Requirements (current hardware software owned by the BCRA: Laptop, photocopier):

- A phone line dedicated to the business of the BCRA
- Minimum dedicated (only the business of the BCRA) office hours, Summer Hours: March 1 to October 31 (annually) Monday to Thursday 9:00am to 5:00pm, Friday 9:00am to 12:00pm. Winter Hours: November 1 to February 28/29th (annually) 20 hours per week – jointly determined with the Board of Directors. (2 week break at Christmas)

**Winter hours are a reflection of the reduced workload anticipated during the winter months however, the expectation is that the business of the BCRA is to be kept current and therefore additional hours may be required.*

General Office Administration

- Perform all office administrative tasks pertinent to the day to day operations of the BC Rodeo Association (memberships, financials (using quick books)keeping the membership up to date via social media and maintaining website, etc.)
- Refer to Section 11.03 of the BCRA by-laws for a general description of the requirements for office administration.
- Preparing rodeo box and arranging for it to go to and from rodeos.
- Board of Directors Meetings:
 1. Set Monthly Meetings and any additional request meetings
 2. Provide Meeting Package one week prior to meeting (minutes, balance sheet, profit & loss, agenda)
 3. Attend Conference Calls and or meetings
 4. Take minutes and provide meeting minutes to board within 2 days of meeting
- Rodeo Committees
 1. Liaise and coordinate with rodeo committees on an ongoing basis pre and post event
 2. Facilitate the approvals for all rodeos sanctioned by the BCRA
- Sponsorship & Grants
 - 1. Liaise with all current sponsors to maintain or increase sponsorship for the new season
 - 2. Contact previous (1 year preceding) sponsors to promote the BCRA and propose options for sponsorship
 - 3. Provincial, Community and Federal Grants

Proposal Evaluation:

- Proposal Price
- Experience (administration, accounting, communication, marketing, grant applications, rodeo knowledge and experience)
- BCRA Membership
- Proposed Office Location (geography)
- Candidate(s) suitability