



MEMORANDUM

Date: April 8, 2024
RE: RFP for Administrative Services
Proposal Due Date: April 26, 2024

The Louisiana Association of Chamber of Commerce Executives (LACCE) is seeking an accomplished individual to provide administrative services to ensure that the operations of LACCE run efficiently and support the continued success of our organization.

Incorporated in 1971, LACCE has a long and distinguished history of serving chamber professionals in the state of Louisiana. Our membership consists of Chamber of Commerce executives and staff, as well as those members of business and community organizations who are directly interested in or allied with Chamber of Commerce work in our state.

LACCE advocates the role of local chamber of commerce in economic and community development and provides members with exceptional services in the areas of professional development, information, and networking opportunities.

The following list of activities helps describe the needs of the association, but are not limited to these activities:

Provide Support for the Board of Directors

- Board Meetings – facilitate multiple Board meetings per year via Zoom; prepare agenda, financials, and minutes from last meeting and email to the Board a week prior to meeting date; provide minutes of meeting to Board after each meeting. One meeting a year will serve as the annual Board retreat.
- Committees - Support the work of committees as they complete the Plan of Action for the year. Example Awards Committee: Manage application/nomination submission for Professional Development Scholarships, LACCE Accreditation, Chamber of the Year and Service Award honors.

Manage Membership Activities

- Association Manager – serve as the primary contact person for all membership and companies looking to do business with LACCE members, via surface mail, phone, email and text. Respond to all calls and queries in a timely manner.
- Maintain Membership Records – Keep all member records up-to-date and online directory for members and associates current on website.
- Membership Retention – Prepare and send invoices to all members on their anniversary date; track and manage non-renewals; correspond with members via email with association event reminders.
- Assist in New Member Recruitment – Work with Board to send prospective members and associate members emails and handle follow-up.
- Assist in membership promotion, renewal programs, maintain membership records, maintain accounts – maintain all membership records and work with the Board to deliver renewal

messages; send membership prospect emails annually and handle follow-up; collect and deposit all monies into checking account on an as-needed basis and reconcile account monthly.

Provide Association and Financial Management Services

- Responsible for annual reporting documents, tax documents, etc. – prepare all Form 1099EZ information with oversight from a CPA, keep association current with all organizational memberships and accounts.
- Develop & Prepare Annual Budget – develop annual budget by utilizing current financial figures and plans the Board would like to have in place; work with Treasurer each year to finalize budget before first Board Meeting of fiscal year.
- Maintain all Financial Records – house all financial records; deposit all monies into checking account on an as-needed basis; pay all association bills; reconcile account monthly; and prepare financial statement before each Board meeting.

Responsible for Communication Activities

- Coordinate content and development of website – serve as webmaster for association website.
- Publish e-newsletter – solicit information from members on a monthly basis to develop and produce association e-newsletter via Constant Contact. E-newsletters go out first of each month.

Program Support

- Annual Conference – work with Board of Directors to develop agenda for and take responsibility for onsite management of conference, typically held in the fall each year. Manage all aspects of pre and post conference support – Sponsorship, recommend speaker/presenters and facilitate contracts, registration, etc.
- LACCE Day at the Capitol – work with Board of Directors and LABI staff to support agenda creation and structure of LACCE Day conference typically held in during Louisiana Legislative Session.
- US Chamber Advocacy Day - work with Board of Directors and US Chamber staff to support agenda creation and structure of US Chamber Advocacy training day. Manage all registration, sponsorship, etc.

If you are interested in providing a proposal for administrative support, please upload your proposal including fee requirements at www.natchitocheschamber.com/LACCE. Any questions can be directed to:

Laura Lyles
President, Natchitoches Area Chamber
2024 Board Chair, LACCE
laura.lyles@natchitocheschamber.com

Proposals must be received by **Friday, April 26, 2024, at 5:00 pm CT**. Should you have any questions, please contact Laura at the email above or at 318-238-1942.