

SDSLHA

Management Partner Requirements

September, 2020

Thank you for your interest in working with the South Dakota Speech Language Hearing Association (SDSLHA) as our Management Partner. Our organization consists of an Executive Council (EC), and our members mainly consist of Speech-Language Pathologists, Speech-Language Pathology Assistants, and Audiologists in the State of South Dakota. Please see our website ([www.sdslha.org](http://www.sdslha.org)) for detailed information on the association, including our planned continuing education events.

We invite you to read and review the information noted, and provide us with a Request for Proposal including a bid for the cost of services. In your proposal, we’d like you to provide information related to your ability to complete the following tasks, as well as highlight additional items you may be able to do for our association. Invoices are expected to be sent monthly in the form created by the Treasurer of the association. Please reach out to Shelly Grinde at 605-201-7948 or shelly.grinde@gmail.com for further questions. Thanks for your consideration of working with our association.

Contact Requirements/Office Management

* Check mailbox in Sioux Falls a certain number of times per week - process and forward mail as needed - this is variable pending the needs of the association. For example, when it is convention time, the mailbox may need to be checked more regularly. When it’s just general business, 1-2 times per week is appropriate.
* Check SDSLHA admin email through website M-F 1 time per day, respond or forward to appropriate Executive Committee member
* Phone - Does your Management Partnership have a phone contact we can share with our members and Executive Committee?

Website Requirements

* Manage the website
* Add new continuing education events to website pages and calendar
* Change/add/delete items as requested by EC members and recognize when to delete (when old info)

Convention/Educational Events/Events Requirements

* Post information on website
* Lead the association in convention details including (but not limited to) hotel arrangements, flight arrangements for speakers, venue, food service, registration, nametags, check-in process, AV equipment
* Work with continuing education (CEU) partner to ensure CEUs are ready for attendees
* Produce and manage contracts with speakers, hotel, and venue
* Develop registration brochure/other materials required to advertise and showcase the speakers, schedule, venue, etc.
* Upload speaker handouts to the website
* Order award plaques and pickup
* Provide registration count
* Provide executive committee members and speakers ribbon/name tag
* Manage registration desk and check-in participants
* Answer questions and be the liaison with the venue

Executive Management

* Assist the EC to review and maintain policies and procedures and to carry out strategies of the Association Strategic Plan.
* Carry out actions requested by the EC, including attending board meetings
* Serve as spokesperson for the Association
* Assist with transitions in EC positions as new members are elected

Financial Management

* Collect revenue and expense invoices/receipts and work with the treasurer to ensure timely receipt and payment of invoices/receipts
* Perform annual record audit for treasurer as requested.
* Other items may be required in this area

Records Management

* Maintain materials for the Association
* Maintain and store files on correspondence, membership renewals, EC meetings, and financial reports
* Provide storage for a reasonable amount of archived records
* Maintain up-to-date membership database on website

Printing and Publication Management

* Produce the annual convention program for print based on information provided by the Convention Planning Committee. Provide the layout, and work with printer for proof and delivery to convention site for dissemination to attendees.
* Produce member and/or prospective member mailings as requested (approximately 1/year) and mail to database.

Other services as requested and needed by association. Additional services you may be able to offer.