

Request for Proposal for Administrative Assistant Services for the
Houston Chapter of the
National Association of Women Business Owners (NAWBO)

Following is a Request for Proposal for administrative assistant services for the Houston chapter of NAWBO; please answer the questions completely and send the completed form via email to Kelly Stallings, NAWBO President at kstallings@flatratefax.com. Please put in the subject line 'NAWBO Administrative Assistant RFP'. Should you have any questions, please contact Kelly Stallings at 713-545-6991.

Please respond by close of business on April 15, 2010.

Company Contact Information

Company Name:
Contact Name:
Address/City/State/Zip:
Phone:
Email:
Fax:

The mission statement of NAWBO reads as follows:

As an organization with a *customer first* philosophy, we:

- **strengthen** the wealth creating capacity of our members and promote economic development;
- **create** innovative and effective changes in the business culture;
- **build** strategic alliances, coalitions and affiliations;
- **transform** public policy and influence opinion makers.

NAWBO Houston is currently seeking the services of a virtual assistant in Houston to help the board of directors with administrative tasks as outlined below.

1. Minimum Criteria:

NAWBO Houston is seeking a VA that meets the following minimum criteria:

- a) The VA must be a local, Houston based business.
- b) The VA must be proficient with Microsoft Office programs and Constant Contact.
- c) The VA must be available to attend NAWBO events as well as other events deemed appropriate by NAWBO. The VA will pay the NAWBO member rate at all NAWBO events.
- d) Each month, the VA must present to NAWBO a detailed statement of time spent and services rendered on behalf of NAWBO.

2. Statement of Qualifications:

Please state your qualifications as it relates to the minimum criteria listed above.

3. References:

Please list 5 businesses you have worked with over the last 2 years.

4. Other Organizations:

Please list organizations to which you belong.

5. Statement of Services Required:

The VA will be responsible for the following tasks for each Director of the Board as outlined:

A. Administration

1. Keeps national NAWBO informed of board additions, deletions, and changes.
2. Handles correspondence for the chapter and distributes mail monthly.
3. Preserves in permanent online files, all records, documents and letters of value.
4. Email Treasurer list of meeting or event “no-shows” for invoicing.
5. Coordinates the space and plans for monthly board meetings.
6. Setup and break down tables and name badges for luncheon meetings and staff registration table during luncheon meetings
8. Maintains all NAWBO signage for the organization.

B. Corporate

1. Invoices corporate members, based on information provided by CEDC Director. Copies Treasurer on invoices to allow for tracking in QuickBooks.

C. Membership

1. Develops and maintains membership solicitation
2. Sends new member packets to new members.
3. Prepares new member nametags.
4. Maintains records of all classes of members to include name, company, address, phone, fax, e-mail address and committee assignment.
5. Sends Membership Director a new member report before the Board meeting for personal follow up.
6. Tracks number of times guests attend monthly meetings and provides membership application after 3 visits.
7. Maintains email distribution list with categories: membership, guests, corporate partners. Obtains member updates from Membership chair and Corporate Membership Liaison.
8. Sends time sensitive information by fax or e-mail to members as requested by the board.
9. Emails weekly newsletter which includes monthly meeting notices.
10. Creates member check-in list for monthly meeting from reservations on local website and sends list to Treasurer and Membership Director

D. Public Policy

1. Maintains contact list for all local, state, and national elected officials.

E. Programs

1. Serves as Programs Facility Representative who performs the following tasks: RSVPs to facility; makes speaker-requested arrangements, such as podium, table, and audio / visual; arranges for phone line and electrical outlet for credit card machine; provides meeting calendar to facility; and informs facility of NAWBO menu selections.

2. Sends thank you notes to speakers.

F. Public Relations

1. Expo events: Set up and break down expo table staff table at events.
2. WBOY requirements: lgd
 - a. Provides list of all invitees
 - b. Maintains list of RSVPs
 - c. Attends event and works registration table and check out table at end of event
 - d. Assist in revision, if necessary, and distribution of all forms and letters

6. Payment for Services:

Please indicate your hourly and/or project charges. Monthly invoices are paid net 30.