

**REQUEST FOR PROPOSALS FOR  
WSSA EXECUTIVE SECRETARY; WSSA MEMBERSHIP  
MANAGEMENT; AND REGIONAL AND AFFILIATED SOCIETY  
BUSINESS MANAGER SERVICES**

**Weed Science Society of America  
North Central Weed Science Society  
Southern Weed Science Society  
Western Society of Weed Science  
North American Invasive Species Management Association**

April 1 2017 – March 31, 2020

## GENERAL INFORMATION

*Purpose.* To provide potential service providers with sufficient information to prepare and submit proposals for consideration by special committees of the above referenced Societies and eventual determination by the respective Board of Directors.

*Contact.* Questions regarding this RFP should be directed to Kevin Bradley, WSSA President-Elect, [bradleyke@missouri.edu](mailto:bradleyke@missouri.edu)

*Background.* The above referenced societies are non-profit scientific organizations whose purpose is to advance the discipline of Weed Science and provide a forum for the exchange of information about Weed Science through annual conferences, scientific publications, and member services. Information about each can be obtained from their respective web sites: [www.wssa.net](http://www.wssa.net), [www.ncwss.org](http://www.ncwss.org), [www.swss.ws](http://www.swss.ws), [www.wsweedscience.org](http://www.wsweedscience.org), [www.naisma.org](http://www.naisma.org).

*Response Date.* To be considered for selection, proposals must be received by Kevin Bradley ([bradleyke@missouri.edu](mailto:bradleyke@missouri.edu)) by 5:00 PM, CST on January 4, 2016.

*Submission requirements:*

Applications must be submitted in electronic form as a single pdf file or MS Word document to Kevin Bradley ([bradleyke@missouri.edu](mailto:bradleyke@missouri.edu))

### General Description of Services:

Part A: Executive Secretary Services, WSSA  
Member Services  
Business Services  
Management Services  
Monetary Services  
Marketing and Promotion  
On-line Services  
Non-Journal Printing

Part B: Membership Management, WSSA

Part C: Business Management Services, NAISMA, NCWSS, SWSS, WSWS

Contract Dates: April 1, 2017 – March 31, 2020

## PROPOSAL REQUIREMENTS

Service Providers must submit their proposal in the format outlined below. If relevant, service providers may include additional information. **Service Providers may elect to submit proposals for all services listed or for Part A, Part B or for all of Part C or any component [I (NAISMA), II (NCWSS), III (SWSS), or IV (WSWS)] of part C.**

1. **Statement of Services.** State your understanding of the services required by this RFP
2. **Service Provider Qualifications.** Include experience in providing membership services similar to those outlined in this RFP. Also include any information about your organization that makes you uniquely qualified to serve the needs of the components for which you are proposing as described in this RFP. Please include names of three references for whom similar work has been performed and suitable contact information for each.
3. **Personnel and Facilities.** Describe the personnel available to perform the tasks, and chain of responsibility for customer service. Describe the physical facilities available to provide the necessary services.
4. **Management Summary and Work Plan.** Describe, in bulleted or outline form, the services to be provided. Describe in detail your technical plan for accomplishing the work tasks and a time frame for those tasks. Use the task descriptions in this RFP as your reference point.
5. **Cost Submittal.** Provide annual total costs and itemized costs for the major services for which you are proposing. Also provide total costs and itemized costs by individual society where appropriate.

## CRITERIA FOR SELECTION

**Eligibility.** To be eligible for selection a proposal must be complete and received by the deadline established.

**Evaluation.** The selection committee and boards of directors will review and evaluate eligible proposals.

**Criteria for Selection.** Each proposal will be evaluated in each of the following categories:

1. **Understanding the Societies' Needs.** Does the proposal demonstrate a clear understanding of the services to be provided and how those services will serve the mission(s) of the respective groups?
2. **Service Provider Qualifications.** Does the service provider have sufficient experience in the areas of responsibility described herein? Comments from references will be used to substantiate qualifications and service quality.

3. **Personnel Qualifications and Available Facilities.** Does the proposal show a depth of qualified personnel to provide the service? Does the service provider have sufficient employee retention and stability to ensure uninterrupted services? Will top-level management continue a high level of interest in, and assume responsibility for, successful fulfillment of the contract? Is there sufficient diversity of skills within the service provider's organization to fulfill all aspects of the RFP? Are the service provider's physical facilities adequate for the tasks?
4. **Soundness of Approach.** Is the proposal clear, complete, concise and well written? How well does the service provider explain how the job is to be done? Are the more difficult tasks delineated with details showing how difficulties are to be overcome? If needed, are the details of the transition phase from the current service provider to the new service provider included? Does the approach to the transition include the data that must be provided, sources of the data, and proposed timeframe for the transition?
5. **Cost.** Is the cost competitive and commensurate with the services to be provided?

**PART A. EXECUTIVE SECRETARY SERVICES FOR WEED SCIENCE SOCIETY OF AMERICA (WSSA)**

Service provider will provide Executive Secretary services including the following:

**I. Member services.**

Manage membership applications and membership renewals, including web-based and traditional mail or fax options for all categories of membership as defined by the BOD, including but not limited to regular, associate, international, institutional, and student.

Maintain membership records, including sustaining member and membership databases, with the ability to share this information with WSSA officers, publication service provider, and the meeting manager. Assist in maintaining and building membership.

Submit invoices to the sustaining members yearly, in conjunction with the sustaining membership chair.

In cooperation with the WSSA webmaster, maintain a website for member information, including but not limited to a membership directory, on-line purchases, ballots and surveys, join/renew membership, and endowment fund donations. Most of these items will need to be password protected to ensure member-only access as determined by the BOD.

Coordinate with relevant committee chairs and/or BOD on grant applications and funding proposals. Prepare and submit any financial paperwork in conjunction with grant applications or requests for payments on funded grants.

Provide the WSSA meeting manager with mailing labels or other membership information from the membership database as needed for matters related to the annual meeting.

Maintain a WSSA member email list-serve for timely communication of WSSA issues to the membership as directed by the WSSA President and BOD. Respond in a timely manner to email and telephone correspondence from members and the general public.

Respond to email messages regarding the WSSA annual meeting from the program chair, authors, and meeting registrants.

Coordinate printing and mailing of the annual meeting preregistration and hotel reservation forms to all WSSA members, invited non-member speakers and guests, and non-members who submitted papers for presentation at the annual meeting.

The Executive Secretary will administer the WSSA title and abstract submission website in conjunction with the program chair. The Executive Secretary will coordinate with the WSSA web master to download entered information into a form that can be inserted into the meeting program, the online abstracts site, and the mobile app (if used).

Assist the program chair in the annual revision of the call for papers and instructions for authors.

Prepare the final meeting program and award program in conjunction with the program chair and awards chair and arrange for the copying and distribution of these items to the membership and other meeting attendees.

Provide publisher and archive management-relevant membership information, such as contact information, mailing lists, membership status, etc., as necessary so that these parties can fulfill their obligations to the WSSA.

Prepare the WSSA letterhead and provide copies to the BOD.

Assist and advise the BOD on improved member services and opportunities.

Participate in all board meetings, committee meetings and conference calls as requested.

Prepare financial, membership, and meeting attendance reports for each board meeting.

Arrange for the preparation of President and awardee plaques, certificates, and other recognitions presented by the society.

## **II. Business Services**

Maintain a business office for mail, email and telephone inquiries, and orders.

Maintain adequate and regularly updated computing facilities to enable the management staff to fulfill their obligations under this contract and to communicate and share files with WSSA officers and members where appropriate. Computing facilities should include regularly updated on-site and off-site back-ups. Include a description of provisions for IT support to ensure timely resolution of technical problems.

Maintain a small storage facility for any items being sold or distributed by WSSA.

## **III. Management Services**

Advise BOD on subcontract services as needed and negotiate on behalf of the WSSA for such services.

Maintain hard copies and electronic copies of all contracts and sub-contracts and provide copies to the President and the designated board member-at-large.

Provide project and sub-contract coordination assistance in the form of progress reports and monitoring project progress and timeliness.

Assist and advise in all aspects of project and strategic planning and review processes.

Provide hard copy and electronic archives for WSSA BOD communications, contracts, reports, and related documents.

Communicate and cooperate with other WSSA contractors and subcontractors (such as the meeting manager and publication managers) to ensure successful completion of WSSA functions and projects.

#### **IV. Monetary Services**

Receive and record all dues and registration fees and appropriate corporate sponsorships, with capacity to accept funds by fax, mail, electronic transfer, and secure web / electronic system – including secure credit card transactions and corporate, university or government purchase orders.

Monitor financials for “bad checks” or similar non-payments and respond accordingly (in communication with the Treasurer or other designated officer of the WSSA).

Deposit funds into separate accounts as appropriate for the purposes as designated by the WSSA BOD. Provide user-friendly reports of all funds and accounts in a format that can be imported directly into a spreadsheet.

Maintain a separate checking account for WSSA funds and pay bills as determined by the WSSA Treasurer and President.

Transfer monies to other WSSA accounts such as the endowment account or brokerage account as directed by the appointed WSSA officer.

On an annual basis, coordinate with the WSSA Treasurer and prepare a fiscal year budget and an annual meeting budget. Prepare and distribute payments on invoices after approval by the WSSA Treasurer.

Prepare and provide detailed financial statements and budget summaries and send these to the Treasurer and BOD at least 2 weeks prior to the summer and winter BOD meetings. Prepare quarterly budget summaries and provide these to the WSSA Treasurer (or other designated WSSA officer).

Arrange for preparation of payroll for WSSA employees and required tax forms (such as W2 or 1099 forms).

Assist the WSSA BOD and arrange for an annual audit of the financial accounts. Provide any reports and summaries necessary for such audits.

Prepare and submit annual tax returns. May be through internal or through an independent accounting firm.

## **V. Marketing and Promotion**

Advise and assist the WSSA BOD in marketing promotional needs.

Work with the WSSA BOD or designated committee to develop goals and future directions that will be the basis of marketing and promotional efforts.

Work with an in-house or external marketing group (as approved by the WSSA BOD) to develop and implement marketing and promotional projects.

## **VI. On-Line Services**

Many of the services described in other parts of this RFP will be addressed through on-line services. However, the service provider should provide a separate summary of the on-line services provided through this contract with particular reference to the following items:

**On-Line Membership Maintenance.** Members should be able to login to update personal information including customized login ID and passwords.

On-Line membership voting, surveys, and related functions.

**On-Line Sales.** Members and non-members should be able to make purchases of WSSA publications and other items determined appropriate by the WSSA BOD, using secure credit card purchase. Member login should be linked to the aforementioned user ID and password.

**On-Line Reporting.** The WSSA executive committee will be provided with access to basic reports as requested

**Membership list-serve.** Maintain a membership email list-serve to enable rapid and efficient communication with membership. Customized list-serves for the membership should be possible.

**Online Membership Directory.** Maintain an up-to-date membership directory accessible by members only.

Coordinate with the WSSA Webmaster or other designated representative of the Society to integrate web site content maintained by the WSSA and the Service Provider.

Service provider must specifically address measures taken to ensure security of confidential information provided on-line.



## **VII. Non-journal Printing**

The Executive Secretary or their assignee will provide design, printing (where needed), sales (where needed), and distribution services as needed for non-journal printing needs of the society – including but not limited to the following examples:

- Online Ballots
- Online Survey Forms
- Membership directories
- Meeting registration
- Meeting and awards programs
- Promotional literature
- Receipts
- Special publications such as the “Herbicide Handbook”.

**PART B. WSSA MEMBERSHIP MANAGEMENT**

1. Provide a business office, including necessary furniture, equipment, office supplies and telephone/fax equipment/copying equipment.
2. Maintain sufficient computer hardware, software, and system support to provide the services included in this RFP. This includes database management software programs, updates of software and hardware, system backup, and maintenance and support.
3. Maintain database of members and subscribers to the WSSA journals.
4. Receive and enter address changes; add new addresses, suspend bad addresses, maintain name, multiple mailing addresses, phone, fax, and e-mail address.
5. Provide mailing lists for Journal issues.
6. Create a calendar of events for the annual membership renewal program; subject to WSSA designated officer approval.
7. Design membership renewal notices and letters and initiate proofs for all renewal materials, subject to WSSA designated officer approval.
8. Coordinate – either by mail or email – up to 6 renewal notices per year.
9. Provide agreed upon standard reports on a monthly basis to designated WSSA officers. Standard reports should include Deposit Reports, Deposit Verification, Member/Nonmember Subscriber list, Member/Nonmember Subscriber Statistics, Demographic Reports, and Physical Inventory Count.
10. Receive mail, e-mail and telephone inquiries and orders.
11. Provide outgoing calls and faxes and a conference call system. Conference calls would be subject to actual costs.
12. Provide use of an 800 number for members and nonmembers.
13. Process requests for mail list rentals and coordinate any special mailings.
14. Maintain bank and merchant accounts on behalf of the WSSA.
15. Provide for collection, receipt and deposit of Society funds into client bank account. Prevent intermingling of client assets and information with other clients.
16. Provide deposit verification of Society funds and provide bank account and investment account reconciliation.

17. Provide basic bookkeeping including General Ledger, Accounts Receivable, Accounts Payable, and check writing.
18. Prepare and provide on a monthly basis financial statements including a Statement of Financial Position, a Statement of Activities, and Notes.
19. Prepare and send IRS form 1099 to vendors and assist outside accountant with information as needed for all tax filings.
20. Coordinate annual audit/review and tax services.
21. Provide a broadcast email service for the membership.
22. Provide the design, hosting, and maintenance of a member services website which allows for a membership directory and member access to their membership information.
23. Provide a system for online sales for new and renewal memberships, journal subscriptions, special publication purchases, endowment contributions and meeting registration.
24. Provide a system for online member ballots and surveys.

**PART C. BUSINESS MANAGEMENT SERVICES FOR THE NORTH AMERICAN INVASIVE SPECIES MANAGEMENT ASSOCIATION (NAISMA), NORTH CENTRAL WEED SCIENCE SOCIETY (NCWSS), SOUTHERN WEED SCIENCE SOCIETY (SWSS), AND WESTERN SOCIETY OF WEED SCIENCE (WSWS)**

**I. North American Invasive Species Management Association**

**Request for Proposals, Executive Director**

The North American Invasive Species Management Association (NAISMA) seeks the services of an Executive Director for the organization. NAISMA was established in 1993 and is a 501 (c) 3 non-profit organization. The selection will be made prior to September 2016.

NAISMA holds a meeting each year in September or October. Attendance varies depending on whether other organizations jointly meet with NAISMA. In the past four years attendance has varied from 100 to 250. There are currently over 200 members of NAISMA. The all of the NAISMA membership (includes individual and sustaining members) are located in the United States and Canada.

The Objective of NAISMA are:

1. To foster cooperation among invasive species managers, throughout North America in the exchange of information, education, training, management practices, programs and technologies
2. To empower North American invasive species managers by improving and promoting their professionalism and the image of invasive species managers.
3. To assist in the development of uniform international, national, provincial and state management legislation and regulation
4. To foster cooperation and involvement in invasive species management among federal, provincial, state, municipal district, county and private land managers throughout North America.
5. To coordinate enforcement in invasive species management among federal, provincial, state, municipal, district, county and private land managers.
6. To promote the funding of invasive species management projects, research and programs that are international, national, or regional in scope and effectiveness.

**The Executive Director shall provide the Services outlined below:**

A. Under direction from the Board of Directors, the ED is broadly responsible for the administration of NAISMA, and developing and carrying out invasive species programs. This includes but is not limited to: collaborating with members; coordinating Committees; collecting, compiling and disseminating information regarding the management and control of invasive species in North America; and, administering ongoing operations of NAISMA.

B. Specific functions will include:

- (i) Attending Board and Committee meetings; preparing meeting agendas; recording and maintaining meeting minutes.
- (ii) Developing annual work plan and budget.
- (iii) Providing updates to members and funding agencies.
- (iv) Liaising with the other invasive species committees.
- (v) Organizing the annual meeting and tour and any other meeting deemed necessary by the Board.
- (vi) Developing and distributing outreach materials such as brochures, letters, E-newsletter, and displays.
- (vii) Coordinating members and promoting membership and sponsorship.
- (viii) Representing NAISMA as media spokesperson, including the provision of newspaper articles and public information to local media outlets to educate the public about plant management and NAISMA activities; collecting and disseminating media items of interest to regional stakeholders.
- (ix) Facilitating information sharing between Board members and members, including communications via email, telephone and in-person; maintaining NAISMA membership list and other contacts.
- (x) Compiling and distributing meeting and conference call minutes, summaries, and other related documents to the Board of Directors in a timely manner, and to members at large upon request;
- (xi) Developing and maintaining Board policies to guide transparent and timely decision-making.
- (xii) Maintaining and updating NAISMA website and list serve.

C. Planning the annual meeting:

- (i) Planning and organizing, with assistance from local planning committee. Tasks will include securing facilities, speakers, audiovisual equipment and refreshments.
- (ii) Fulfilling role of Secretary, including notifying members and invited participants of the Annual Meeting, recording and distributing meeting minutes to

members in a timely manner, arranging and distributing the agenda and arranging food and beverages.

D. Maintain NAISMA membership list, including:

(i) Distributing to the Board of Directors as requested.

(ii) Soliciting potential members to join NAISMA including, but not limited to, government and non-government agencies, and legally registered organizations, agencies and associations that have an interest in managing invasive species.

(iii) Providing contact and membership information to all prospective members of NAISMA; maintaining record of all agencies and organizations that express interest in joining NAISMA.

E. Fundraise and coordinate specific projects, and:

(i) Fulfill annual reporting requirements to maintain non-profit society status and to satisfy interests of funding agencies;

(ii) Maintain treasury documents, bank transactions, signatory duties, bookkeeping and reporting.

F. Provide Board with digital documents (e.g. minutes, agendas, funding proposals and contracts, forum summaries) and any and all outreach material when requested, in a timely manner.

Additional information about NAISMA can be viewed at the website:

<http://www.naisma.org/>

## II. North Central Weed Science Society

### Request for Proposals, Executive Secretary

The North Central Weed Science Society (NCWSS) seeks the services of an Executive Secretary. NCWSS was established in 1946 and is a 501 (c) 3 non-profit organization. The selection will be made prior to December, 2016.

The NCWSS is made up of professionals interested in weed science from many perspectives. Many members are affiliated with universities or the crop protection industry; others are crop consultants, state or federal agency or private research personnel, extension educators and others. Graduate students in weed science are a vibrant and important segment of our membership.

#### **Annual Meetings:**

The NCWSS holds an Annual meeting in early December each year where papers and posters are presented, including student paper and poster contests as well as official Society business is conducted.

Attendance at the meeting varies from 375 to over 500 in years when the Midwest Invasive Plant Network meets jointly with NCWSS. The current membership of NCWSS is 470.

Member states of the NCWSS are Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Ontario, South Dakota, Wisconsin, and Wyoming.

The NCWSS shall contract with the **Executive Secretary** to:

1. Receive and disburse the monies of the Society in accordance with prescribed policies.
2. Maintain financial records and records of property including back issues of publications.
3. Maintain a database of membership, email list services, and other mailing lists.
4. Prepare records for annual audit. Present current statement of financial position at the annual Board of Directors meeting and summer Executive committee meeting.
5. Develop and maintain NCWSS communications through the NCWSS website ([www.ncwss.org](http://www.ncwss.org)) and newsletter. The website will be maintained through contracted web services. The content of newsletter will be provided by the Communications Editor and laid out by the Executive Secretary and submitted for posting.
6. Receive and fill orders for publications.
7. Arrange for storage of current and back issues of publications.
8. Work with the Local Arrangements Committee and develop a budget for the annual meeting.

9. Develop an electronic registration form and online payment format for each meeting listing registration fees, name of registrant, affiliation, mailing address, e-mail address, phone number, FAX number, and any other item specific to the annual meeting as suggested by the Program Chair or Local Arrangements Committee Chair. A printed registration form will also be prepared and posted on the website for those wanting to pay by check. Prepare nameplate badges with holders. Receive money and issue receipts.
10. Maintain list of Fellows and email them the link to the Proceedings when posted.
11. File Federal Income Tax return annually for the Society.
13. Retain a copy of current NCWSS Proceedings and approved minutes of Board of Directors meetings for permanent file.
14. Work with Finance, Steering and Policy Committee and the Executive Committee to prepare a budget for the year for submission to the Board of Directors for approval.
15. Print materials (including meeting programs and registration packets for the annual meeting) for the Society.
16. Serve the correspondence needs of Officers and Committee Chairpersons.
17. Mail annual dues renewal to inactive members.
18. Work with the Chair of the Industry Committee to send the notice of dues renewal to sustaining members each November.
19. Work with the Nominating Committee chair to prepare a ballot for new officer candidates to be posted on the website. Open voting and inform the membership. Report the results of the election to the chair of the Nominating Committee.
20. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence.

The Operating Guide for the NCWSS can be viewed by going to: <http://ncwss.org/wp-content/uploads/2015/03/Jan2015-MOP-1.pdf>



### **III. Southern Weed Science Society**

#### **Request for Proposals, Business Manager**

The Southern Weed Science Society (SWSS) seeks the services of a Business Manager for the organization. Selection will take place prior to the January 2017 annual meeting. The organization is a 501(c) 6 non-profit.

The Southern Weed Science Society was established in 1948 to bring together those persons from any state, area, institution or agency, who are directly interested in weed control within the Society area through research, education, regulation, manufacturing or merchandising. The objectives of the Society are to:

- Exchange ideas, experiences, opinions and information relative to weed science issues.
- Discuss and plan a means of securing different methods of weed control.
- Coordinate efforts on weed research and control with Federal, State, and local agencies as well as private companies.

The Society area consists of the following states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia and the Commonwealth of Puerto Rico.

#### **Annual Meeting:**

The Southern Weed Science Society holds its annual meeting every year in the latter part of January. The meeting program consists primarily of poster and oral paper presentations.

The SWSS meeting is usually attended by 350 to 400 and the paid membership totals approximately 450.

#### **Business Manager Duties:**

1. Maintain financial records of the SWSS according to accepted accounting procedures and file all required federal and state tax returns using a qualified person or firm. Provide periodic, detailed financial reports generated using appropriate electronic financial record keeping software plus a copy of all receipts and expenses, and an electronic data backup for membership and financial records.
2. Maintain an up-to-date list of the names, addresses, e-mail and telephone numbers of everyone, including Sustaining Members, who have registered with the SWSS at any time during the past 3 years. Keep membership records in an appropriate electronic data base software and provide both an electronic copy and a hard copy to the Secretary-Treasurer each year before the summer board meeting. Within two (2) months after the annual meeting, contact all those on the list who did not pre-register and invite them to become voting members by submitting a fee of \$40 that will entitle them to vote and receive mailings. New registrants should be added, and those who have not registered during one of the past 3 years should be deleted. Notify the Sustaining Members that they are entitled to an exhibit booth at the annual meeting at no extra charge.
3. Email material as directed by appropriate SWSS authorities and notifications for elections and for any changes to the Constitution and/or By-Laws to the current year's registration list

(voting members) and email pre-registration and hotel registration forms for the annual meeting, the Newsletters, Call for Papers, program materials, etc. to the voting and Sustaining Members without limit for number during each year. Email or mail annual-meeting registration forms, and host hotel contract information to suspended members.

4. Assist SWSS officers, wherever possible, in handling the affairs of the Society, planning annual meetings and will attend the annual meeting of the SWSS and assist in handling registration. Attend the mid-year meeting of the SWSS.
5. Receive pre-registration forms and checks for those planning to attend the SWSS annual meeting, prepare receipts, name badges, and assemble package for distribution. Receive and distribute funds and maintain financial records at the annual meeting. Produce all printing needs as requested by the appropriate SWSS authority, and for which copy is supplied.
6. Conduct on-site meeting management and be responsible for the registration of members attending the Annual Meeting of the Southern Weed Science Society including daily registration.
7. Furnish the Proceedings Editor with a complete listing of names, mailing addresses, or email address and telephone numbers of those registering by the close of the annual meeting. This will not include those registering by absentee-registration after the close of the annual meeting.
8. Submit annual reports of SWSS funds received and dispersed to the SWSS Executive Board.
9. Maintain and oversee the investments of the SWSS at an approved financial institution or investment company.
10. Maintain a separate account for the SWSS Endowment Fund.
11. Consult with and keep the SWSS Finance Committee advised on the investment of SWSS surplus funds.
12. Receive, process and mail all orders for SWSS publications, maintaining an inventory of all SWSS publications.
13. Work with the SWSS Web Master to keep the website up to date with Society news and annual meeting information.
14. Work with the Site Selection Committee to contract with a meeting site for future meetings. Conduct all contract negotiations and sign the contract after approval from Board.
15. Provide plaques for presentation to the outgoing President and award recipients at the annual meeting.
16. Other projects and services not specifically covered above may be performed for the SWSS.

The Operating Guide for the SWSS can be viewed by following this link:

<http://www.swss.ws/society-information/operating-guide/>

#### **IV. Western Society of Weed Science (WSWS)**

##### **Request for Proposals, Treasurer-Business Manager**

The Western Society of Weed Science seeks the services of a Treasurer-Business Manager for the organization. Selection will take place prior to the March 2017 annual meeting. The organization is a 501(c) 5 non-profit.

#### **HISTORY**

The Western Society of Weed Science (WSWS) was originally established as the Western Weed Control Conference (WWCC) and had its first annual meeting in Denver in 1938.

In 1968, the Society name was changed to the Western Society of Weed Science.

#### **MEMBERSHIP**

Members of the Western Society of Weed Science are weed science professionals working throughout the Western United States, including the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, Texas, Utah, Washington, and Wyoming, and the Canadian provinces Alberta, British Columbia, and Saskatchewan. Membership is open to anyone, including federal, state, and local employees, private company personnel, crop consultants, growers, or others interested in a wide variety of weed science related information.

#### **GOVERNANCE**

Activities of the Society are guided by a Constitution and Bylaws, governed by Officers and an Executive Committee, and implemented by Standing and Ad Hoc Committees.

#### **ANNUAL MEETING**

The Western Society of Weed Science holds its annual meeting every year in the first part of March. The meeting program consists primarily of poster and oral paper presentations. In some years, symposia or other special sessions are organized on topics like herbicide resistance or invasive weeds. Students are highly encouraged to present their research at the annual meeting. This participation helps become acquainted with how a professional society works and gives future full members valuable experience presenting scientific data. An awards luncheon and social period provide participants the opportunity to visit with scientists from other areas of the western United States and beyond. Updates from industry personnel provide current information on new technology to help battle weeds. Annual meeting attendance averages 250 to 280 with paid membership of 304.

#### **The Treasurer-Business Manager will provide the following services:**

1. Receives, manages, and disperses the monies of the Society in accordance with prescribed policies. Manages Certificates of Deposit, savings and other financial reserves of the Society in consultation with the Finance Committee and Board of Directors.
2. Maintains financial records in electronic format and records of property.

3. Prepares financial records and records of property for annual audit by the Finance Committee as well as filing annual Tax Returns with the State and IRS.
4. Maintains records of all Contracts and/or Agreements.
5. Maintains and updates membership lists.
6. Receives and fills orders for publications sold through the organizations website.
7. Arranges for storage of all Business Records and Publications.
8. Works with the Newsletter Editor, Web Master as well as program chair, President and others involved to assure that the Call for Papers, newsletters, programs, and other annual meeting information are provided to the membership in an appropriate time frame. Updates information on the WSWS website and sends listserv messages to the membership when requested or to update members on various deadlines related to various WSWS activities.
9. Purchases and has inscribed a plaque for the President ending the term of office, currently elected Honorary and Fellow members, Presidential Award of Merit, Distinguished Achievement Awards and others as requested by the Board of Directors.
10. Prepares pre-registration packets and registration receipts; maintains the registration desk during the annual meeting. Prepares checks for student poster and paper award winners.
11. Works closely with WSWS Proceedings and Research Progress Report Editors and posts each publication on the website when completed.
12. Work closely with the Site Selection Committee as they review future meeting sites. Prepare an RFP to be sent to hotels in select cities and present the proposals to the Site Selection Committee for the selection of a venue. Once this has been done and approved by the Board, negotiate a final contract with the hotel to the satisfaction of the President and present her/him with the contract for signature.
13. Contacts Local Arrangements Committee Chair and the hotel to make arrangements for the summer board meeting and attends the summer Board of Director's meeting.
14. Performs all of the necessary daily business operations of the Society.

The Operating Procedures (<http://www.wsweedscience.org/wp-content/uploads/2013/09/WSWS-Operating-Guide-2013-Revised-with-links.pdf>) and other information about the WSWS can be found at <http://www.wsweedscience.org/>