



WASHINGTON D.C.
CHAPTER

**Request for Proposal for Board of Directors Facilitator / Moderator
International Association of Exhibitions and Events – Washington D.C. Chapter**

Organization Information

Name: International Association of Exhibitions and Events – Washington, DC Chapter

Geographic Scope: Washington, DC Metropolitan area

DC Chapter Mission Statement: To provide powerful educational programs, special events, networking and marketing opportunities for people committed to the exposition industry that:

- Augment development of members' professional growth and personal achievement
- Encourage and promote member volunteerism to enhance the IAEE membership experience
- Inspire creativity in thought and solutions to real-life "opportunities"
- Increase opportunities for participation and collaboration among members
- Support participation in the CEM program
- Be the "Must be a member! Must attend!" association in town

Membership Information: National membership automatically enrolls you as a chapter member. The IAEE DC Chapter consists of over 1500 professional members, located in Virginia, DC, Maryland, and Delaware. It is the largest IAEE domestic chapter and the most engaged.

Membership Types: Industry Member, Event Facility Member, Industry Member Outside North America, Student, Retired, and Educator

Organization Type: 501 (c) (6)

Chapter Information: IAEE DC hosts 8 monthly luncheons a year with approx. 5-8 special events usually consisting of a Bowling, Karaoke, Young Professional Meet up, etc. The DC Board of Directors consists of 15 volunteer leaders.

We are seeking a contract to run from November 2018 – December 2020 with one year option to renew for 2021.

The following sections outline the duties and responsibilities that are included in the expected contract:

Board Support:

- Attend and moderate two in person board meetings annually (Held in DMV region).
- Attend and moderate Onboarding board meeting in 2018. (TBD).
- Facilitate onboarding process at onboarding BOD meeting – both new
- Work with Chapter Chair to identify and assess BOD Directors' communication styles and suggest ways to create cohesive and effective communications between all members.
- Evaluate BOD directors and identify key strengths and weaknesses and assist with developing their effectiveness as contributions to a cohesive board.



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- Make recommendations to chapter chair and vice chair for how to most effectively lead the board of directors and recommend ongoing improvements and communication strategy.
Preferred: Assist BOD with creating a strategic plan for the IAEE DC Chapter. (Currently no strategic plan exists, and we are seeking to develop a 3-5 year plan).

Committees and Committee Chairs:

- Evaluate Committee Chairs (BOD Directors) and their committee structure and make best practice recommendations regarding their communications, efficiency, and leadership.

Preferred: Host a training session for committee chairs with best practices and individual suggestions to improve and create superior committee leadership.

General:

- Other duties as assigned by Chapter Chair (as needed)

Response to RFP should include the following:

- Management fee, based upon services noted above.
- Your organization's history, qualifications, and bio's of the personnel that would be working with the chapter.
- Proposed contract terms.

The DC Chapter is requesting an in-kind partnership or reduction in fees in exchange for sponsorship. Participating company will receive the following in recognition/benefits:

- Logo on all sponsorship signage at all IAEE DC related events
- Recognition from the podium during all IAEE DC related events
- Complimentary registration for two people from the selected company at all DC Chapter events.
- Logo on website and Capitol Ideas blog

The DC Chapter is also open to negotiate additional sponsorship regarding the partnership.

Deadlines:

RFP Dissemination Date: October 2nd, 2018

Proposal Due Date: October 19th, 2018

Decision Date: November 2nd, 2018

Start Date: November 2018 (for final BOD meeting of 2018. "Onboarding" meeting)

Questions?

Please direct all questions regarding this RFP to: Please respond to Mary Higham at mary@voxdeaeproductions.com, or at 908.415.5929 with any questions. Please include your general price list in the proposal. Thank you for supporting your local chapter.