

# The Air & Expedited Motor Carriers Association - AEMCA

## *Request for Proposal*



INTRODUCTION: AEMCA, The Air & Expedited Motor Carriers Association is accepting proposals for association management services. Your company is invited to submit a proposal for consideration. Please review our information provided below and attached and submit your proposal prior to the listed close date. Please contact the individual listed above if you require additional information in developing your proposal. Only formal proposals will be considered. AEMCA's leadership plans to review all proposals within one week of the close date, and the committee will schedule interviews to take place within a week. The selection committee will make a final decision after all interviews have all been conducted. Please provide a detailed Proposal to include the services provided, the equipment and products you would use to maintain the association, a list of personnel, Breakdown of Hours and Fees to be Paid to AEMCA, and Term of the Agreement. Also include at least two references.

We look forward to reviewing your submission.

PROPOSAL CLOSE DATE: March 15, 2021

PRIMARY CONTACT: John Conahan, AEMCA President [jjc@mobileairtrans.com](mailto:jjc@mobileairtrans.com) and Ray, Shannon, AEMCA Vice President - [ray.shannon@expco.com](mailto:ray.shannon@expco.com)

SEND ELECTRONIC PROPOSAL TO: Fiona Morgan at [fiona@aemca.org](mailto:fiona@aemca.org)

### PURPOSES OF ASSOCIATION:

- a) To promote and advance the interests of motor carriers that provides expedited service and/or transport freight in connection with an air shipment.
- b) To promote the widespread use of such motor carriers.
- c) To advocate laws, regulations and other governmental actions which advance the interest of the members.
- d) To acquire and disseminate professional information to members.
- e) To permit members to meet and exchange thoughts and information that may allow them individually to improve their service and better cooperate with the industries they serve.
- f) To develop, encourage or sponsor programs beneficial to its members.
- g) To conduct such other activities and programs as are necessary to accomplish the foregoing purposes.

FOCUS OF ASSOCIATION: The AEMCA wants to grow the membership and AirCargo (The AEMCA Annual conference, hosted with 2 other associations).

**TYPES OF MEMBERS:** AEMCA has 3 types of members. The majority of members fall under the motor carrier category, with the other two categories being associate and honorary members.

Regular membership shall be open to motor carriers and logistic companies engaged in providing or arranging in the transport of property by truck for expedited domestic or international service and/or the transport of freight in connection with an air shipment. Only members in good standing qualifying under Section I shall have the right to vote.

**Associate Members.** Business firms or persons other than motor carriers who subscribe to and support the purposes and obligations of the Association. This includes, but is not limited to, brokers, forwarders and businesses that provide a service or supply equipment or parts used in the operation of a member's business.

**Honorary Members.** Former employees of members or distinguished individuals who are recognized for their service to the Association.

**DESCRIPTION OF LEADERSHIP STRUCTURE:** The Association Board of Directors' duties shall be to manage the affairs of the Association, and to implement the objectives of the Association.

**SCOPE OF SERVICES:** See Below.

# RFP - Scope of Services for Association Management



This is the outline for services needed by the AEMCA, The Air & Expedited Motor Carriers Association from an association management company.

## *Association Management*

1. General Office
  - a. Phone Monday-Friday 9 AM to 5 PM
  - b. Fax (TBD)
  - c. Voice Mail
  - d. Email
    - i. Prompt, informed, return of phone calls and emails expected
2. Board Meetings
  - a. 2 Physical Board Meetings Annually (Fourth Quarter and at AirCargo)
  - b. Monthly conference calls during months we do not have a physical board meeting should be done through GoTo or something similar
  - c. Locations (Usually at venue the AirCargo is to take place)
  - d. Facilitate Board Meetings
  - e. Research and book restaurants for board dinners
  - f. Coordinate room reservations for the board for the board meetings
  - g. Prepare Overall Report/Packet for Board Members (Information as provided by Committee Chairs, or create reports as needed)
3. Management Company Facilities
  - a. Office to Facilitate Clerical Responsibilities including Mail, Telephone, Printing Capabilities, and to allow for a physical mailing address.
4. Inventory
  - a. Maintain any hard assets
  - b. Storage for up to 6x6 foot space
5. Financial Management
  - a. Credit card processing
  - b. Work with Treasurer to be sure all regulatory forms are completed
  - c. Enter checks into check book
  - d. Work with accountant
  - e. Maintain database of payments for taxes
  - f. Review and pay invoices – work with Treasurer
  - g. Annually create a draft budget with the committee's input
  - h. Oversight of financial accounts with Treasurer
6. Maintain insurance for the board
7. Maintain the legal aspects of the association – filing with the state the office is in

8. Membership Committee Support Services
  - a. Add information and maintain Database
    - i. Annual Membership Renewals starting in October
    - ii. Mail to Membership
    - iii. Weekly communication with Membership Committee for updates on recruitment progress and following up on committee leads as necessary
    - iv. Attend four industry-like conferences per year to promote increased membership
      1. conferences to be approved by the executive committee
9. Marketing Committee Support Services
  - a. Bi-monthly Newsletter to be emailed
  - b. Social media posts
    - i. Three to five posts per week to each platform, LinkedIn, Twitter, Facebook
  - c. Help Create Marketing Pieces for distribution
  - d. Participate in panels during industry-like conference attendance to market association interest
10. Complete maintenance of Website Information, pictures and on-line registration info
11. Attend all committee conference calls (Get schedule from committee chairs)
12. Maintain the AEMCA portal
13. Organize a Meet the Expert on the portal, at a minimum every other month
14. Communicate the launch of TradeWings via multiple emails to membership
  - a. Drive active engagement among membership by posting at minimum three times per week. Posts to consist of legal announcements/industry updates, polls, and fun facts
15. Organize recognition events as necessary (achievement award for members if needed, gift for president upon departure, and also the organization of extension of condolences on behalf of our group)

#### *Conference/Trade Show Management*

#### *AirCargo*

1. Site Selection—Work with committee on this process.
2. Contract Negotiation
3. Conference Resume
4. Onsite Staff
5. Brochure Development
6. Marketing and Promotion
7. Budget Development and Financial Management
8. Registration Processing

9. F & B
10. Exhibits Management
11. Golf – research, select and organize
12. RFPs for evening event entertainment
13. RFP for security
14. Emails to generate attendance registration
15. Solicit vendors sponsors, and shippers
16. AV RFPs
17. Create all print required items, invites etc.
18. Create attendee list
19. Inventory all ribbons, name badge, lanyards etc
20. Speaker recruitment for keynote and educational sessions