



AMCI Canada RFP for Administrative Support

AMCI Canada is looking for administrative support for our growing roster of activities.

Our current Co-ordinator, Feiona Gobin, is stepping down to focus on other career priorities and we are looking for an individual or firm to replace her. Feiona has been a great resource to us and we are sorry to be losing her. She has graciously agreed to stay on until we have transitioned to new support.

AMCI Canada is only a few years old and is the first international chapter of the well-established AMC Institute. Up until the past year all Canadian Chapter work was undertaken by volunteers, each of whom is a busy executive just like you.

The board has had an in-depth discussion about whether or not we should select one of our member AMCs to provide this service but concluded that it would be **best to keep this separate from the membership** to avoid any potential conflicts.

While volunteers on the board and committees will continue to create content and provide direction, we need an individual/firm who can take over the purely administrative roles. This will include: Keeping the Wild Apricot membership database updated, sending eblasts to members and potential members, handling registrations, keeping the financial records, making posts to LinkedIn, maintaining the sponsorship database and fulfilment, providing support to the board and Committees and updating the website.

It is expected that an average of 5-6 hours per week will be required to fulfil the responsibilities outlined above.

Proposals can be submitted by May 15, 2024 to:

administration@amcicanada.ca

AMCI Canada

**AMCI Canada
Administrator Role Description**

- a. Administration
 - i. Provide an office address for AMCI Canada;
 - ii. Receive mail/email and refer to the appropriate Director or committee volunteer;
 - iii. Support the Treasurer with the filing of GST/ CRA and Corporations Canada filings.
- b. Board & Committee Support
 - i. Set up meetings, take minutes, draft agendas, follow up on action items, etc.
- c. Eblasts
 - i. Using Wild Apricot, sending eblasts to members and potential members as directed.
- d. Events
 - i. Set up event pages on the website and handle registrations.
 - ii. Prepare name badges.
- e. Financials
 - i. Enter expense and revenue transactions into SAGE or QuickBooks;
 - ii. Set up payables for approval;
 - iii. Reconcile monthly bank statements;
 - iv. Prepare monthly financial statements for the Treasurer's review;
 - v. Update accounting software when required;
 - vi. Maintain accounting files for submission to the annual financial review;
 - vii. Provide materials for the annual financial review;
 - viii. Prepare and submit HST returns;
 - ix. Prepare and submit CRA returns.
- f. Member Database
 - i. Ensure that the database in Wild Apricot is up to date and consistent with AMCI Global HQ database.
 - ii. Maintain the database of former and potential members in Wild Apricot.
- g. Social Media
 - i. Post to LinkedIn and other social media as directed by the volunteers responsible for the communications function.
- h. Sponsorship
 - i. Maintain database of current and potential sponsors;
 - ii. Track sponsorship fulfilment.
- i. Website
 - i. Maintain and update the AMCI Canada website as needed;
 - ii. Ensure domain name is appropriately registered.