



## 2018 SECRETARIAT TENDER REQUEST

### Background

The National Association for Gambling Studies Inc. seeks expressions of interest to perform administrative, bookkeeping and secretarial functions on behalf of the Association as the NAGS Secretariat.

### Conditions

Expressions of interest may be received from individuals or companies, businesses, institutions or other entities. The individual or other entity must have an ABN and be registered for GST if required by the ATO.

It is preferable but not essential that the provider is a NAGS member. The provider must have familiarity with the nature and structure of NAGS and the provision of administrative functions within a not for profit environment.

The closing date for submissions is 30 April 2018

### Secretariat Role and Functions

The Secretariat supports the duties and functions of the Association's office bearers, especially the Secretary, Treasurer, President and Vice President and provides assistance to further the attainment of the Association's aims and objectives. A detailed description of the Secretariat's role and functions is described below:

### Website

- Regular checking of currency of website content.
- Provide detailed instruction to the website administrator regarding changes to be made to website content on a monthly basis.
- Act as the interface between committee members and conference organising committees, as the entity that instructs the website administrator to make changes to the website.
- The Secretariat is responsible for preparing electronic publication of Annual Conference Proceedings and working with website administrator to create new web page each year for this purpose.
- Knowledge of website programming and maintenance is not required. This is outsourced to the website administrator who is a separate contractor.



### **Newsletter – the NAGS Bulletin**

The NAGS Bulletin is an electronic newsletter that is published bi-annually and sent to the NAGS Membership by email.

- Provide assistance to the Bulletin editor and editorial team as required.
- Manage production of Bulletin in consultation with the editor and art studio who produce the publication. The art studio is an independent contractor.
- Dissemination of NAGS Bulletin to members by email blast.
- Send email blasts to Membership database relating to the NAGS Bulletin as required.

### **Provide Support to Secretary**

- In the administration of Committee teleconferences, including bookings, formulation and distribution of agenda, support with minute taking and distribution of minutes if requested. Provide other general administrative assistance to the Secretary as required. The Committee comprises up to 12 individuals and teleconferences are conducted between 10 and 11 times per year.
- In the receipt of correspondence electronically or by email and by maintenance of a PO box and/or other address for receiving mail.
- Provide a landline telephone and fax line with an answering machine service.
- Support Secretary with processing of correspondence and enquiries that are directed to the NAGS email address.
- Collection, collation and recording copies of all inward and outward correspondence to NAGS. Provide assistance to the President and Secretary in responding to written enquiries.
- Provide backup storage of electronic files.
- Provide storage of physical files (approximately 6 x A4 boxes).
- Maintenance of the membership database. This includes processing membership subscriptions, updating database, production of membership certificates and distribution to members together with website log-on details.
- In the administration of the NAGS Student Presentation Award. This includes receiving Award Applications, checking eligibility, communicating with applicants, appointing an adjudication panel for the judging, preparing information package for the adjudicators and assisting winner to claim the prize. This may include liaison with international conference organisers and travel agents. Email blasts to advertise the Award are also the responsibility of the Secretariat.



- In the administration of the NAGS Annual Research Grant. This includes receiving Award Applications, checking eligibility, communicating with applicants, appointing a review panel for the judging, preparing information package for the reviewers and assisting winner to claim the grant. Email blasts to advertise the Grant are also the responsibility of the Secretariat.
- Provide support for Secretary to complete all AGM documentation including receipt of notifications and nominations. This includes distribution of AGM Notices by email blasts to the Membership.

### **Provide Support to Treasurer**

- In the distribution of membership subscription renewal notices annually. This includes sending out renewal notices, following up non-payment of renewals and banking all payments not processed automatically by EFT. Currently there are approximately 300 members.
- In processing of income, including membership subscriptions, publication purchases, receipt of conference sponsorship and income including the issue of tax invoices and/or receipts. Tax invoices are issued only upon request.
- Prepare of full set of quarterly accounts using MYOB AccountRight and submission of quarterly BAS statements to ATO.
- Preparation of annual budget and cash flow in collaboration with Treasurer.
- Preparation of annual conference budget in collaboration with Conference Committee.
- Receipt of invoices for payment and process electronic funds transfers for approval by Treasurer and other bank signatories. Preparation of cheques for signature if electronic payments are not possible.
- Prepare all documentation for auditor to complete annual set of accounts in time for AGM. This includes collation of all records as required by the Auditor, preparation of notes to the account in consultation with the Treasurer and management of the audit process.
- Preparation of the Annual Report in consultation with the President, Secretary and Treasurer.
- In the administration of the NAGS annual Student Conference Scholarships. This includes receiving scholarship applications, checking eligibility, communicating with applicants, liaising with Treasurer in preparing advice to National Committee for approval. Assisting winners to claim the scholarship. This includes booking and paying conference registrations on behalf of each student and processing their travel and accommodation claims. Email blasts to advertise the Grant are also the responsibility of the Secretariat.



### **Governance**

- Support to the Governance Sub-Committee as required, including arranging meetings, formulating agendas, taking minutes.
- Distribution of materials associated with the Annual General Meeting.
- Preparation and submission of the Association's Annual Return to the ACT Office for Regulatory Services.
- Liaison with the Public Officer as required.

### **Conference**

- Annual compilation and dissemination of NAGS Conference proceedings.
- Administrative support to annual conference committees as required including processing of all conference income and expenditure on their behalf.
- Liaison with conference registration service (currently Ozacom) in relation to annual event including venue sourcing and conference registration management as required.
- Liaison as required between the National Committee and the Conference Organising Committee.

### **Resources**

The above administrative tasks aggregate to fourteen (14) hours per week. Whilst care has been taken to include all tasks there may be additional items that require support of the Secretariat from time to time. Some weeks require greater input e.g., during membership processing in July and in the 3 months prior to each annual conference.

NAGS uses an electronic funds transfer system to pay suppliers for large expenses. The Association does not have a "petty cash" float. It may be necessary for the Secretariat to initially pay for smaller supplies and seek subsequent reimbursement from NAGS. NAGS guarantees reimbursement for such purchases made on its behalf but such purchases must only be used for NAGS purposes.

The Association pays for the Secretariat on a monthly basis, in arrears, on production of a tax invoice.

The proposed period of a secretariat contract is 2 years, which may be terminated by either party by giving the other party 60 days' notice.

### **Tender Submission Details**

Please limit tender submissions to up to three A4 typewritten pages. When providing a quote, please provide information on how you/your organisation will deliver the Secretariat service. The quote should include amounts in Australian dollars for the initial establishment and subsequent provision of Secretariat services for a 24-month period.



The deadline for the submission of tenders is **Monday 30 April 2018**. The NAGS National Committee or a sub-committee thereof will review the submissions received and make a decision during its May teleconference. While negotiable with the successful tenderer, it is anticipated that the new provider will commence activity on 1 September 2018 following an appropriate handover from the current provider.

The NAGS Committee reserves the right not to accept any new offers or to select an offer that might not necessarily be the lowest financial cost. The committee shall take all information available to it, including cost and level of service described in the offer, into consideration when making its decision.

Please send your expression of interest and quote to the Association's Public Officer, Fiona Looney at [Fiona.Looney@racr.relationships.org.au](mailto:Fiona.Looney@racr.relationships.org.au)