

American Academy of Cardiovascular Perfusion

Executive Director Search Committee

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Request for Proposal

The American Academy of Cardiovascular Perfusion is requesting contract proposals for its management firm.

The American Academy of Cardiovascular Perfusion (The Academy) is an educational organization consistent with Section 501(c) 3 that was formed in 1979. The purpose of the Academy is to encourage investigation and study related to cardiovascular perfusion and to disseminate such information. The principal method of meeting this objective is the annual Academy conference. This educational conference is a forum for special session with invited speakers, small group topic discussions, and the presentation of submitted perfusion research. The submitted scientific papers, special sessions, and invited lectures are published each year as videos on our website along with the open discussion following each presentation. All scientific papers presented before the Academy are submitted to the journal *Perfusion* for review and consideration for publication. *Perfusion* is an internationally circulated, peer-reviewed journal published by Sage Publishing in London.

The Academy is governed by five elected officers and five council members referred to collectively as the Council. The Academy has approximately 500 Fellows, Senior, Honorary, Members and Students. There are approximately 4,700 practicing perfusionists in the United States. The Academy has a quarterly newsletter and a website at <http://www.theaacp.com> for dissemination of important information to perfusionists.

The management team's primary responsibility is to devise and implement management support to help the Academy to fulfill its mission under the direction of the Academy's Council. These responsibilities include the following:

Executive Direction and Administration including:

- Assist the program committee in the planning of the annual meeting.
- Manage membership systems.
- Manage financial activity.
- Manage all documents, records, and files. This includes updating and maintaining all mailing lists, carrying out all membership mailings, and other correspondence requested by the president and council.
- Devise and implement management methods to improve workflow, simplify procedures, or effect cost reductions.
- Maintain a permanent postal mailing address, phone number and email address specifically for the Academy.
- Administer all business affairs daily.
- Help in developing agendas for business meetings.
- The executive director will attend all annual meetings and provide reports.
- Provide periodic reports to the Council.
- Prepare annual operating budget for submission to Council and membership.

Meetings and Conferences:

- Manage and work with leadership and program committee on all aspects of the annual conference including i.e., site selection, marketing, exhibits, abstracts, obtaining CEUs, registration, and on-site coordination.
- *Post conference:* Calculate CEUs, distribute CEU certificates, send manuscripts to *Perfusion*, and edit and upload meeting videos to the website.

Marketing and Communication:

- Organize copy provided by the newsletter editor. Develop, publish, and distribute a quarterly newsletter for membership.
- Coordinate mailings, newsletters, update web site information and all special correspondence authorized by the council.
- Coordinate sponsor member advertising for the newsletter and web site under the direction of the council.
- Assist the leadership in expanding the membership.
- Correspond with and provide support to sponsoring member organizations and assist the solicitation of new corporate sponsoring member organizations. Provide mail list and eblast services to sponsoring members.

Accounting Services:

- Coordinate all accounting activity including receivables, payables, PayPal and Square transactions, monthly statements, budgets, collections, bank reconciliation, tax preparations and other services as required in accordance with acceptable accounting practices.
- Assist treasurer in preparation of annual budget and annual reports to the council and membership.

Website:

- Coordinate and maintain the Academy web site.
- Assist in the further development of the website.

Proposals should include an estimate of costs for services and an estimate of the expenses required to provide these services. The proposal should also include a history of your firm, a list of current and past clients, and a statement of how your firm will be able to help The Academy continue to serve our membership and fulfill our purpose as stated in Article II of our constitution. The Academy is requesting a proposal for a one-year contract beginning on April 1, 2025. The contract will be reviewed and considered for renewal for three years at the membership business meeting held at the annual meeting in February 2026.

To obtain more information about the American Academy of Cardiovascular Perfusion visit our web site at <http://www.theaacp.com>.

All proposals or any questions regarding this Request for Proposal should be submitted via email to the Executive Director Search Committee at Office@TheAACP.com.

All proposals should be submitted by November 1, 2024. Interviews with the Executive Director Search Committee will be scheduled after that date.