

Request for Proposals

Texas Association for School Nutrition (TASN)

5910 Courtyard Drive, Suite 230

Austin, Texas 78731

info@tasn.net

Position Title:	Independent Contractor to serve as Executive Director
Reports to:	TASN Executive Board
Hours:	Approximately 20-25 hours/week
Location:	Must maintain a fully functional home office with reliable internet
Benefits:	This position is not eligible to receive paid benefits, but does allow for a flexible schedule
Deadline to Apply:	Responses to the Request for Proposals (RFP) must be received by midnight CST on Sunday, August 10, 2025. Proposals will be reviewed and interviews conducted as needed to make a final selection. Selection will be made, and applicants will be notified of a decision on or before September 12, 2025.

How to Apply: Interested candidates should submit 1) a cover letter with the reason the position is desired and their vision for TASN, 2) a resume, 3) completed Attachments A and B, and 4) contact information for three professional references who are board members of organizations previously contracted for management (one per organization) or former direct supervisors. Complete submissions should be sent to Susan D'Amico, President of TASN at skdamico@aldineisd.org by close of business on Sunday, August 10, 2025. Questions regarding this RFP may also be submitted to the same email address. Proposals received after the due date will not be considered.

Summary: The Texas Association for School Nutrition (TASN) is a non-profit 501 (c) (6) organization seeking a candidate to serve as the association's Executive Director. The Executive Director manages the Texas Association for School Nutrition (TASN) under the direction of the Executive Board. Responsibilities include but are not limited to, financial record keeping, managing association membership records and communications, marketing and publications, association meetings and conferences. The Executive Director actively participates in formulating all association goals, objectives, and related policies and procedures. Within that framework, this position plans, organizes, directs, coordinates, controls, and recommends new internal operating policies and procedures and directs programs and activities to advance the growth and progress of the association. This position works closely with the Executive Board to

ensure the association's financial accountability, efficiency, and stability and ensures that the strategic plans are fully implemented. industry, and the public to assure every child an opportunity to receive the benefits of the nutrition education programs.

About TASN: The Texas Association for School Nutrition (TASN) is a non-profit organization has almost 6,000 members with a current annual budget of about \$1.3 million. The mission of the association is to "empower, support, and advance the community of school nutrition."

Key Responsibilities of Position:

Leadership & Management: Provide visionary leadership and strategic direction to advance the mission of TASN. Oversee day-to-day operations, including program support and development, financial management, and coordination of the Annual State Conference and Industry Exhibit Hall. The Executive Director is responsible for effectively managing the affairs of the Texas Association for School Nutrition (TASN), responding to the needs of members, and assisting the Executive Board in reaching the goals set forth by the association. The Executive Director also must manage the existing support staff at TASN headquarters that includes a full time Education/Membership Manager, a full time Administrative/Exhibits Assistant, a contracted part time Marketing/Communications Manager, and a contracted part time Meeting/Event Planner.

Position Requirements:

Education/Experience: A bachelor's degree or higher is preferred. A combination of experience and education will be considered.

Knowledge and Experience: Knowledge of school nutrition or association management is highly desirable with a minimum of 5 years' experience in a Leadership role preferably related to nutrition.

Miscellaneous Requirements:

Must have a valid Driver's License. Must have reliable Transportation. Must have strong knowledge and use of technology. Must have excellent communication, interpersonal, and organizational skills.

Must have a fully functional home office to include a reliable phone, scanner, printer, computer, and internet services.

Must have the desire and ability to travel to represent TASN in local, state, and national events. Travel expenditures for these events will be reimbursed according to established policies and procedures and budget approval. Hotel reimbursement will be provided for a regular room. Specific conference(s) to attend will be decided annually at the time the budget is developed.

Scope of Services:

1. Ensure the update and maintenance of current membership database by all categories.
2. Advance and promote the mission of TASN by:
 - a. Increasing Membership:
 1. Assisting local chapters as needed
 2. Contacting inactive chapters
 3. Encouraging the development of new chapters
 4. Submitting Re-Affiliation forms for local chapters
 - b. Increasing the fund balance
 - c. Reporting to and working with the Executive Committee and Committee Chairpersons to ensure all association responsibilities are successfully accomplished
 - d. Acting as the lead contact for all activities related to advancing the goals of the association with local, state, and/or federal lawmakers
 - e. Working with and supporting staff, consultants and all other organizations retained by TASN.
3. Negotiate contracts for meeting space, hotel accommodations, meals, exhibit space and anything else necessary for all TASN events/activities including, but not limited to:
 - a. The Annual Conference (usually 3 or more years in advance)
 - b. The Partnership Collaboration Summit (usually 2 or more years in advance)
 - c. All regularly scheduled and specially convened Board Meetings
 - d. The Administrative Academy (usually 1 or more years in advance)
 - e. Any other workshops, conferences, symposia, or events as scheduled and designated by the Organization
4. Work with TASN Administrative Assistant, Treasurer/Secretary, and Accountant to provide complete financial management services:
 - a. Managing Accounts Receivable
 - b. Managing Accounts Payable
 - c. Purchasing on behalf of TASN using established guidelines
 - d. Depositing receipts within 3 days of receiving
 - e. Reconciling bank statements monthly
 - f. Submitting monthly financial reports to the Executive Committee
 - g. Overseeing Financial Audit as required by TASN Bylaws
 - h. Preparing the annual TASN budget prior to the close of the fiscal year to allow ample time for discussion and approval.
 - i. Managing TASN investments after consultation with and approval of Executive Committee

- j. Approving payment of reimbursement expenditures in accordance with established procedures and budget so that reimbursements are issued within 2 weeks of submission
 - k. Educating Executive Board members on line-item budget
5. Maintain the legal integrity of TASN by:
- a. Submitting all federal and state reports as required
 - b. Having a working knowledge of and desire to follow TASN Bylaws
 - c. Having a working knowledge of and desire to follow Roberts Rules of Order, Latest Revision
 - d. Securing necessary property, liability, and bonding insurance for TASN assets
6. Provide for effective administration of TASN Executive Committee and Board by:
- a. Reporting directly to the TASN Executive Board
 - b. Ensuring the Executive Committee, Board, and committee decisions are in alignment with TASN Bylaws and Policy and Procedures
 - c. Maintaining all official documents of TASN in electronic formats for each year to serve as a permanent record of TASN activities and events
 - d. Assisting with planning and coordinating meetings of the Executive Committee, Board, and all committee meetings including preparing and distributing board meeting notices, setting up room arrangements, providing copies of materials to be reviewed during the meetings and all other items needed.
 - e. Assisting the TASN Board with maintaining TASN Policies and Procedures
 - f. Plan training and oversee preparation of training materials for new Board members annually.
7. Communicate orally and in written form with:
- a. School Nutrition Association
 - b. TASN Board members
 - c. TASN members
8. Promote Industry Partnerships by:
- a. Recruiting Industry members
 - b. Attending all Industry committee meetings
 - c. Working with the Industry Committee Chairperson and Board to promote and manage all aspects of the TASN and industry partnership.

9. Oversee all aspects of the Annual Conference, Partnership Collaboration Summit, Board Meetings, Administrative Academy, and any other scheduled events or conferences. Assists contracted Meeting/Event Planner as needed.
10. Attend and present a written and oral report at all Executive Committee and Board meetings.
11. Represent TASN at all state and national meetings as required by the Executive Board.
12. Send in all registrations for TASN board travel and assist with travel and hotel arrangements as needed.

General Performance Standards:

Job knowledge: Demonstrates a high level of content knowledge needed to perform a full range of job responsibilities. Able to work successfully as a part of a team to achieve results.

Customer Service: Demonstrates good listening and oral communication skills and addresses complaints or concerns promptly and responsively. Interpersonal interactions are positive, professional, respectful and courteous.

Professionalism: Demonstrates a culture that is inclusive and values differences. Listens with an open mind. Advance the public image of school nutrition programs. Takes pride in appearance, language, and behaviors.

Quality of work: Independent work is thorough, accurate, edited and reflects attention to detail. Follows directions provided. Self-directed in daily tasks. Manages own workload, meets deadlines and shifts priorities as needed. Takes initiative and has the ability to follow through on projects. Willing to perform a variety of administrative tasks throughout the organization and is willing to do whatever it takes to get the job done.

Time Management: Uses time productively, stays focused on tasks and meets long and short-term deadlines while juggling daily workload demands. Excellent skills in Microsoft Office (primarily Word, Excel, PowerPoint), Google Suite (primarily Gmail, Forms, Docs), Canva, and other computer software required for presentations, communications, and research.

Attendance: Establishes a weekly schedule of availability and proactively communicates that schedule to headquarters staff and the Executive Board. Commits a sufficient amount of time to successfully meet the duties of the position. Responds to emails or phone calls within 24 to 48 hours unless received on the weekend or a national holiday.

Work Location: Remote on an as needed basis with an expectation of four days (eight hours each) minimum on site at the TASN office per month. These may be accomplished as four days in a row per month, split into two days twice a month, or one day a week for four weeks.

Communication with TASN Headquarters Staff and the Board: The remote Executive Director must still be available for communication via phone calls or virtual meetings, including Executive Committee, Board, and Committee meetings, in order to successfully meet the duties of the position.

Initiative: Assumes responsibility on own, is a self-starter, anticipates and follows through with necessary activities.

Judgement: Demonstrates well-reasoned thinking and makes sound, thoughtful decisions.

Problem solving: Identifies and defines problems; researches and evaluates possible solutions and makes realistic and timely recommendations.

Flexibility: Demonstrates willingness and ability to be flexible in work assignments, interactions with others, and in response to organizational change.

Professional growth: Participates in professional development activities to improve knowledge and skills of profession.

Intellectual Property Rights: All Intellectual Property conceived, developed, created, contributed to, or reduced to practice by the contracted individual or company, either solely or jointly with others, during the term of this Agreement and in the course of performing the services or creating any deliverables, shall be the sole and exclusive property of TASN.

On-Site Management and Travel Requirements

A. Mandatory On-Site Presence: The contracted Executive Director is required to be physically present on-site to oversee and manage all aspects of the following Organization-hosted or affiliated events:

- The Annual Conference
- The Partnership Collaboration Summit
- All regularly scheduled and specially convened Board Meetings
- The Administrative Academy
- Any other workshops, conferences, symposia, or events as scheduled and designated by the Organization

B. Site Visits and Planning: The Executive Director shall conduct necessary site visits to potential and selected venues for meetings, conferences, and special events. These visits are essential for, but not limited to, the purposes of:

- Thorough procurement of services and facilities.
- Comprehensive event planning and logistical coordination.
- Ensuring suitability and adequacy of locations to meet event objectives and Organization standards.

C. Scope of Management: On-site management responsibilities include, but are not limited to, direct oversight of event logistics, vendor coordination, staff and volunteer management, attendee experience, crisis management, and ensuring all contractual obligations with venues and suppliers are met.

Independent Contractor Status and Tax Responsibility:

1. Independent Contractor: It will be understood and agreed that the contracted individual or company ("Contractor") is an independent contractor and not an employee, agent, partner, or joint venturer of the Texas Association for School Nutrition (TASN). The Contractor shall not be entitled to any of the benefits provided by the Texas Association for School Nutrition (TASN) to its employees, including but not limited to, health insurance, retirement plans, paid vacation, or sick leave. The manner and means of performing the services under this Contract are subject to the Contractor's sole control and discretion, subject to the terms and conditions of this Agreement.

2 Tax Responsibility: All payments made to the Contractor shall be made without deduction or withholding for any federal, state, or local income taxes, social security (FICA) taxes, Medicare taxes, unemployment insurance contributions, or any other employment-related taxes or withholdings.

Conditions of the Contract:

1. Initial Term: The engagement of the Contract shall be for an initial period of twelve (12) months. The exact starting date will be determined during the request for proposal and are estimated to be October 1, 2025 to September 30, 2026.

2. Option to Renew: Upon expiration of the Initial Term, the Contract may be renewed for successive twelve-month periods (each a "Renewal Term") by mutual agreement of the Parties. The Initial Term and any Renewal Term(s) are collectively referred to as the "Term."

3. Notice of Non-Renewal by the Executive Committee: Should the Executive Committee elect not to renew the Contract for an additional twelve-month period, the Executive Committee shall provide the contracted individual or company with a minimum of thirty (30) days written notice prior to the expiration date of the then-current Term.

4. Request for Modification of Contract Conditions by Contractor: If the contracted individual or company wishes to propose modifications to any conditions of the Contract for a subsequent Renewal Term, such proposed modifications must be submitted in writing to the Executive

Committee. This written request must be received by the Executive Committee no less than sixty (60) days prior to the expiration date of the then-current Term to allow for adequate consideration by the Executive Committee. The Executive Committee is under no obligation to accept any proposed modifications. Renewal of the Contract under modified conditions is subject to mutual written agreement by both Parties.

The Texas Association for School Nutrition (TASN) is an equal opportunity employer.

Proposal Form for Executive Director

ATTACHMENT A

1. What state or national associations have you provided Executive Director management services? Please provide the number of members in each association during your tenure.

2. List your monthly charge for Executive Director management services (as described in this RFP) during the initial 12 month period (estimated to be October 1, 2025 to September 30, 2026). This price should include travel for regularly scheduled site visits to the TASN office in Austin. Travel to scheduled events or conferences will be reimbursed or paid separately.

\$ _____

3. List your estimated percent increase for each additional year (effective upon renewal) through September 30, 2028

_____ %

Total Annual Proposal Price \$ _____

Proposal Form for Conference and Other Planning Services

ATTACHMENT B

1. Do you wish to propose an alternative payment schedule besides monthly?

Yes or No (circle one)

If yes, please identify the alternate schedule below.

State or National Experience:

2. Name major cities you have planned entire conferences for in the last three (3) years.

3. List the number attending each of these conferences:

List the largest number of attendees for a conference you have completely planned:

4. List your negotiating skills and what you look for when selecting a site for a conference.

Matrix for RFP Evaluation

RFP Name: Independent Contractor to serve as Executive Director

Contractor Name: _____

Evaluation Criteria	Notes	Maximum Points	Score
Cost/Price for services	Cost per year	30	
Experience with management of comparable association(s)	Years in business, verified track record of success with association management	25	
Reputation and quality of services	References from previous customers in charge of contract or direct supervisors	20	
Conformance with the terms of the RFP	Services offered meet our needs	25	
Total Weighted Points		100	

Evaluator's Name (Printed): _____

TASN Executive Committee Position: _____

Signature: _____ Date: _____