

The Ohio Lobbying Association is accepting applications for association management services. Services provided will be as an independent contractor.

Please review the information provided below and submit your interest by July 22, 2016 to OLA President Mike Carroll at mike.carroll@uc.edu. Applicants should submit a summary of relevant association management experience and qualifications, and a fee proposal based on a monthly retainer.

About the Ohio Lobbying Association (OLA)

Membership: Membership of the OLA is comprised of lobbyists registered with the Joint Legislative Ethics Committee (JLEC) in Ohio. There are approximately 340 current members of the OLA.

Mission: The OLA seeks to provide a vehicle for the discussion of public policy and professional issues, and for the dissemination of information regarding lobbying activities in the State of Ohio.

Website: <http://ohiolobby.org/>

Duties and Responsibilities

1. General Office
 - a. Draft and distribute all OLA correspondence.
 - b. Maintain all financial records.
 - c. Other administrative support as may be determined by the Board.
2. Board Meetings
 - a. The OLA board meets monthly.
 - i. Prepare monthly agendas and financial reports for the Board's review.
 - ii. Transcribe, summarize and distribute Board meeting minutes.
 - b. Assist all OLA committees, including attendance and minutes at the meeting, if requested.
3. Financial Management
 - a. Facilitate yearly membership dues process.
 - b. Ensure all invoices are paid on time.
 - c. Facilitate with the OLA Treasurer the crafting of OLA budget.
4. Membership Services
 - a. Maintain OLA member database.
 - b. Facilitation of the Mentor/Mentee Program.
 - c. Coordinate Internship requests.
 - d. Coordinate guest speaker (or speaker's bureau) engagements.
 - e. Provide timely response to member inquiries and member feedback.

5. Event Planning

Responsible for meeting and event set up, registration, promotion and facilitation, including speaker coordination.

- a. Annual Meeting
- b. Legislative Receptions
- c. Signature Series Luncheons
- d. Member meetings
- e. Legislative Staff Receptions
- f. Certification Courses

6. Publications

- a. Annually produce and distribute written member directory.
- b. Ongoing monitoring and updating of OLA website to ensure continued relevance and viability.
- c. Maintain online directory.