



## **Irish Pest Control Association Clg**

### **The Irish Pest Control Association (IPCA) wish to Tender for Administrative Services for the role of IPCA Secretary**

#### **for the period of 2018 to 2020 inclusive**

(as per terms and conditions of contract)

#### **Schedule**

1. Part-time position. Historically 56 hours per month however, tenderer should propose a plan to justify number of hours required whether it be more or less hours.
2. Handling membership enquiries and dealing with applications and, when established, managing any assessment scheme laid down by the Association (IPCA)
3. Carrying forward the plans and policies of the Association
4. Dealing with all telephone, email and social media enquiries and correspondence.
5. Maintenance of the certification scheme, which may include, inter alia discussions, co-operation and implementation of the requirements of outside agencies. Eg Department of Agriculture, Food and the Marine
6. Database management including directory of members
7. Managing the financial affairs of the Association, keeping accounts, dealing with banks and accountant and filing returns. Liaising with the Treasurer and reporting to the board at meetings.
8. Organisation of the Annual General Meeting (AGM) and ancillary events
9. Access to existing documentation and development, thereafter to meet the requirements of the association including memorandum and articles of association and rules; Code of Practice; promotional leaflets; directory contents
10. Attendance at the AGM and scheduled board meetings during the year
11. Stationery (other than design), reprographics, postage, etc
12. Telephone, Fax and email facilities (based on existing lines and equipment)
13. Managing the maintenance of the Associations' website
14. Employer, Public and Product Liability insurance and Professional Indemnity Insurance will be included within the IPCA Insurance schedule. The Association will only be liable for that part, over and above the Associations' existing insurance cover, which will be a specific requirement of the Association
15. A Motion Study is required to track activities to ensure fairness in allocation of tasks.

16. The successful candidate must have excellent IT and communication skills. Ideally have a wide knowledge of the pest control industry and in particular, CRRU, Sustainable Use, IPCA Codes of Practice and Legislative requirements and the changes that are forthcoming. Qualifications and references should be included within the tender submission.

Tender applications will be accepted from Monday 9<sup>th</sup> October 2017.

Submissions should be placed within a **sealed envelope** for the attention of

**IPCA Administration Services Tender Sub-Committee (In large Bold Print)**

**Mr Brendan Ryan - Chairman**

**C/O Premier Pest Eradico**

**Rathcoole Business Centre**

**Rathcoole**

**Co.Dublin**

Questions/Queries will be accepted regarding the tender until close of business on Monday 23<sup>rd</sup> October 2017.

Queries to be directed to [btryan69@gmail.com](mailto:btryan69@gmail.com)

Tender deadline is close of business Wednesday 8<sup>th</sup> November 2017.

Submissions will remain sealed and will be evaluated together by the Sub-Committee, only after this date.

Submissions received after this date will be disqualified.

If required, tenderers may be asked to present their submission to the board of directors.

Final decision and appointment of the position will be made by the Board on Friday 8<sup>th</sup> December 2017. The position will be effective from Tuesday 2<sup>nd</sup> of January 2018. The position will be for 3 years, however this will be subject to a 6 month probationary period and will be reviewed by the board on an annual basis.