



January 4, 2015

The American Mock Trial Association

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The American Mock Trial Association seeks an institutional partner to provide planning, management, and administrative support for its operations. AMTA invites proposals for one grant of up to \$60,000 annually for an initial 3-year contract, beginning August 15, 2015, to provide the following services to AMTA:

Services.

The institutional partner, who will be an independent contractor, will provide a part-time Executive Director and part-time administrative assistant. Subject to the oversight of AMTA's Board of Directors, the Executive Director will perform the following duties:

- Supervise an administrative assistant, who will perform duties as outlined below
 - providing administrative support services for the day-to-day operations;
 - answering phone calls;
 - receiving and responding to correspondence (electronic and otherwise);
 - gathering and maintaining financial records;
 - sending invoices and processing payments;
 - assisting with the maintenance of the AMTA website;
 - coordinating and assisting with tournament arrangements;
 - storing, maintaining, and processing orders for AMTA goods;
 - and other duties as assigned by the Executive Director or Secretary.
- Ensure continued quality of AMTA's services;
- Develop and implement an action plan to improve the delivery of AMTA's services;
- Engage in continuing review of AMTA's office procedures for efficiency;
- Develop an action plan for accomplishing AMTA's strategic goals, as outlined in the 2015-2020 strategic plan; and
- Coordinate the implementation of AMTA's strategic plan.

Space and Equipment. The partner agrees to provide office space, office equipment, and utilities as are reasonably necessary to provide services.

Personnel: The institutional partner will select the employee(s), in consultation with AMTA's President or his designee. All staff will be employees of the partner institution. The partner institution is responsible for administering any benefits and for complying with all relevant laws and regulations.

Grant Requirements: Applicants should submit the following materials no later than February 15, 2015:

- Letter of interest outlining the institution's background in educational trial advocacy programming or similar programs, as well as the mutual benefits the institution expects to accrue from the agreement;
- Letter of institutional support from supervising administrator and grants office (if applicable);
- Proposed budget; and
- Timeline for recruitment and hiring of employee(s).