

# Tender for Organisation Management (Secretariat Services) July 2021 to July 2023 (with an option to 2024) – Briefing

Anthony Kachenko, President  
4 May 2021



Australasia-Pacific Extension Network Ltd  
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# APENS Strategic Framework

*The Australasia-Pacific Extension Network (Ltd.) is the organisation for extension professionals working with people to enable change and innovation in primary industries, natural resource management and communities.*

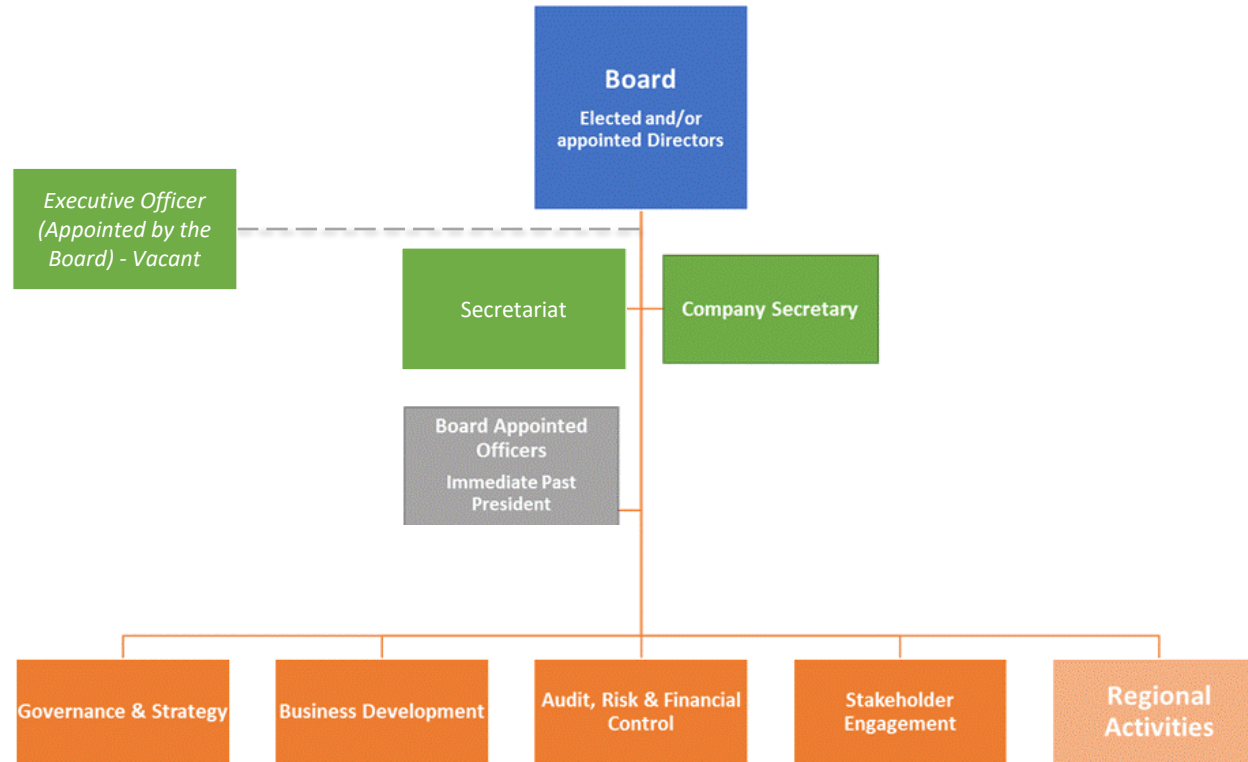
- **Vision** To be the leading organisation for extension professionals in Australia, New Zealand and the Asia Pacific
- **Mission** To promote the value and advance the theory and practice of extension through advocacy, promoting best practice and building partnerships
- **Strategic Priorities:**
  - Influence
  - Relevance
  - Professionalism
  - Organisational Stability

# About APEN



- APEN Ltd is a non-government not-for-profit public company limited by guarantee.
- APEN Ltd is managed by a Board of Directors with the support of five Committees which advise and inform the Board.
- The APEN Ltd Board appoints an individual as the Company Secretary (currently the Secretariat) with legal responsibilities under the Australian Corporations Act 2001 as well as administrative responsibilities.

# About Structure



# Timeline



- APEN Ltd releases tender on 15 April 2021
- Briefing Session by zoom TODAY
- Tender response due by **midday (12 noon AEST) 15 May 2021** to [president@apen.org.au](mailto:president@apen.org.au)
- Selection panel review proposal by **1 June 2021**
- APEN Ltd Board will award tender and finalise contract by **10 June 2021**

# What the Board is looking for?



- Up to 0.5 FTE Secretariat – demand driven
- All inclusive tender response
- Two-year (plus 1) term (subject to performance often 6 months) with ongoing review
- Hourly rate – invoiced monthly (preferred)
- Other duties may be required
- Current APEN Secretariat will provide a transition – mutually agreeable

# Submission

- Outline how you propose to meet the requirements – all inclusive
- No page limitation
- Include GST
- Declare conflicts?



# Scope of Services



- General Secretariat and Administrative Support
- Membership Management
- Board Support including AGM Administration
- Committee and Executive Support
- Event Management / Special Projects (e.g. Conferences)
- Marketing and communication Services
- Financial Management
- Strategic Support Services (as required)
- General requirements (policies)



# Fast facts



- 379 financial members as of April
- Registered office in Wodonga (open for change)
- Current Strategy refreshed in November 2019
- Quick Books Online to manage finances
- 11 Board meetings per year via ZOOM (currently Friday 12pm – circa 60-90 mins)
- Committees meet quarterly via ZOOM (circa 20 meetings per annum @ 1 hour each)
- AGM is online via ZOOM (face to face on a conference year)
- There is no travel (by exception)
- Constitution updated in 2020 with external legal advice
- Website through SNAP Wodonga
- Social media is currently maintained through committees / volunteers
- There is a Secretariat Handbook
- A very supportive and passionate board!

# Desirable characteristics

- Capable and safe pair of hands
- Flare for 'thinking outside the box'
- A 'do-er' / can do attitude
- Some financial acumen
- Communication and engagement skills desirable
- Business / commercial acumen desirable
- Growth mindset which will flow into organisation growth



# Further Information

- Please contact me:

[president@apen.org.au](mailto:president@apen.org.au)

0429 221 443

