



TENDER for THE MANAGEMENT & PROMOTION of EAP

An opportunity for a professional, efficient and imaginative management team to help a prestigious European society enter a new and exciting phase of its development and expansion.

The European Academy of Paediatrics (EAP) – Paediatric section of UEMS has decided to seek professional help in dealing with management from an established company.

EAP is dedicated to promoting the health and well-being of children and young people in Europe by improving training, health services and paediatric related research while representing the professional interests of paediatricians in the EU. More information can be obtained from the EAP web site: www.EAPaediatrics.eu

EAP is composed of an Executive Committee consisting of:

- President
- Secretary-general
- Vice-president
- Chairman of the European Board of Paediatrics
- Treasurer
- Chairman of the Primary Care Group
- Chairman of the Secondary Care Group
- Chairman of the Tertiary Care Group
- Past president

EAP needs professional management support and is looking for a company that will be able to furnish a high level of professionalism and productivity, transparency, excellent & precise work, and on-time dependability.

What is expected?

It is expected that the officers of the EC working in conjunction with the chosen company, will receive full professional support in the following categories:

A. Secretariat:

- Day to day management and administration
 - Database management
 - Management of membership lists and payments
 - Management of budget – book keeping – annual fiscal report
 - Management of reports

- Respond to inquiries from members
- Maintain relations with:
 - Other medical societies
 - BMJ – (Archives Diseases of Children (ADC) is the official journal of EAP)
 - Elsevier – (Publisher of the EAP’s textbook “European Mastercourse in Paediatrics”)
- Meeting planning, agendas and logistics
- Prompt production of “minutes” from the various Working Groups and EAP meetings
- Furnish support to the different “Working Groups” in EAP
- Furnish support to the Executive Director (statutes)
- Furnish support to the President, Chair of the European Board and Treasurer as needed
- Furnish support to prepare grant application for cross-national research

B. Organisation of meetings:

- Executive committee meeting: logistics (meeting place, travel, accommodation, agenda in close collaboration with Secretary-General)
- 2 EAP delegates meetings /year
- EAPS congress every 2 years: work in close collaboration with the 2 other societies
- Development of new meetings e.g. Education Meeting

C. Membership recruitment:

- Devise a strategic plan for membership recruitment
- Manage the memberships (new and on-going)

D. Website

- Maintain close collaboration with webmaster
- Maintaining a functional and up-dated website, including
 - Website proper
 - Newsletter
 - Membership
 - Surveys
 - Others

E. Others

- Organising of fundraising
- Support in obtaining European grants/funds

F. References

- References from another society customer is recommended

The estimated amount of working time requested is approximately 20 hrs/week (to be negotiated)

Deadline for submission of proposal:

- May 10th, 2011
- To be send to the following e-mail address: contact@EAPaedics.eu