

**REQUEST FOR PROPOSAL  
BUSINESS OFFICE SERVICES**

**For**

**THE SOCIETY FOR HISTORICAL ARCHAEOLOGY**

**I. Introduction**

The Society for Historical Archaeology (SHA) is seeking a qualified individual, organization, or professional management firm to provide business office services and work creatively with SHA leadership to advance the Society's goals of increased membership and enhanced conference revenue. Serving as Executive Director of the SHA offers the right individual a unique opportunity to make a meaningful contribution to the study and preservation of our shared archaeological heritage by supporting a major archaeological organization. This is a remote-work position, with remote attendance at quarterly board meetings and in-person attendance at the annual board meeting and conference expected. The selected individual, organization, or professional management firm will work as an independent contractor to the SHA. Proposal submission deadline is **Friday, April 25, 2025**.

Proposals should be emailed to [hq@sha.org](mailto:hq@sha.org).

**II. Background**

The SHA, a nonprofit 501(c)(3) corporation founded in 1967, is the largest scholarly group concerned with the archaeology of the modern world (A.D. 1400 to present.) With members throughout the world, SHA promotes scholarly research and the dissemination of knowledge concerning historical archaeology. SHA is a membership partner with the Advisory Council on Underwater Archaeology (ACUA), an international advisory body on issues relating to underwater archaeology, conservation, and submerged cultural resources management. Overall membership is 1400 individuals.

SHA is governed by a 13-member Board of Directors elected by the membership with six standing committees and 15 presidential committees that plan and coordinate much of the work of the organization. The board meets each year in January at the annual conference and in June for a mid-year meeting. Additional board meetings may be called throughout the year as needed.

SHA provides its members a quarterly peer-reviewed journal (*Historical Archaeology*) that is produced through a contract with Springer, a quarterly electronic newsletter, an annual four-day conference for approximately 800 to 1200 attendees in early January, a website ([www.sha.org](http://www.sha.org)),

and a variety of other services. SHA's website provides a good overview of the organizational structure and our many activities.

SHA's annual budget is approximately \$500,000 - \$600,000, and its fiscal year runs from January 1 to December 31. SHA has contracted with business office service providers since 1977.

### **III. Scope of Services**

The scope of services highlights the routine duties to be included in the fixed fee for services (below). SHA will determine whether to exercise optional services at its discretion. Any additional services must be authorized and approved in advance by SHA based on a scope of work and cost proposal submitted by the contractor. The contractor shall follow SHA policies and procedures in performing all services.

#### ***Routine Duties of SHA's Business Office:***

##### **1. Membership Maintenance:**

- a. Ensure completeness and accuracy of SHA's member database, verify membership status, and maintain documentation for past years.
- b. Prepare and mail membership renewal notices each fall with up to two follow up mailed invoices as needed. NOTE: Members join and renew throughout the year.

##### **2. Organizational Support:**

- a. Serve as point of contact for SHA, receiving all mail, telephone, and email inquiries Respond to all inquiries and refer information to appropriate parties.
- b. Assist the Web Site Editor with website updates throughout the year.
- c. Prepare and distribute the annual ballot and supplementary materials, tabulate votes, and report election results for SHA and ACUA;
- d. Provide assistance to the Board and committees.
- e. Draft board meeting agendas, prepare and coordinate materials for the Board briefing book.

- f. Arrange facility, food, lodging for board meetings;

3. Financial and Bookkeeping Activities:

- a. Enter all financial transactions in accounting software, reconcile reports, prepare monthly financial statements (balance sheet, profit and loss to budget, year-to-year comparison) and provide to treasurer.
- b. Exercise and maintain accounting and financial controls in accordance with generally accepted accounting principles and standards.
- c. Record necessary information on the balance sheet monthly for SHA investment funds.
- d. Pay bills in a timely fashion in line with the approved SHA budget.
- e. Provide all financial data for annual financial audit.
- f. Working with the SHA Treasurer, draft the annual operating budget for Board approval at mid-year.

4. General Operations:

- a. Supply all necessary physical space, furniture, office equipment and supplies, software, and telecommunications services for SHA operations. Maintain backup systems that will ensure the integrity of all SHA electronic documentation;
- b. Identify an individual to serve as the primary contact (Executive Director) with SHA in performing all services and who will report to the board in person at its semi-annual meetings;
- c. Maintain SHA's records (including paper and electronic documents) in an orderly and retrievable format until they are transferred to SHA for permanent retention or discarded as directed by SHA.
- d. Maintain comprehensive general liability insurance in the amount of \$1,000,000 for the office, and all SHA publications, materials, and data under the contractor's control.

5. Annual Conference Support - General Tasks:

- a. Coordinate with the SHA Conference Committee on site selection and contract negotiations. Currently, conference venues are confirmed through January 2028.;
- b. Process abstract submissions (summer) and conference registrations (fall) (ca. 1,200 to 1,500 registration transactions, including tours, activities, and events) for the annual conference (ca. 900-1,200 registrants) and SHA-sponsored workshops (usually 5-7 workshops with 100-150 participants).
- c. Operate five-day, on-site registration at the annual conference with the assistance of volunteers.
- d. Coordinate production of annual awards using established specifications and suppliers.
- e. Negotiate contracts with all conference vendors for signature by the Treasurer.
- f. Manage the production of the conference program and conference app.
- g. Work with the conference hotel to produce/finalize the conference set-up, services, food and beverage order, etc.