



RIDING PONY STUD BOOK SOCIETY LTD

REQUEST FOR TENDERS

Provision of Office Management/Secretariat/Registry Services To Riding Pony Stud Book Society Ltd

Tenders are invited for the above contract, which involves:

- Management of the RPSBS National Office
- Provision of registry services to the Society and its members
- Provision of secretarial services to RPSBS Board, its sub-committees and State sub-committees
- Management of RPSBS public relations and promotions, including support of RPSBS Annual production
- Management of the RPSBS website, social media and electronic communications
- Active engagement in the development and implementation of plans for the growth and advancement of the Society

Tender information is available on the RPSBS website home page www.rpsbs.com.au . Enquiries can be directed to Eleanor Gerry by email: rpsbsposition@gmail.com or phone 0409710953.

Tenders will close at 5.00pm AEDT Friday 21 November 2014.
Tenders must be sent by email to: rpsbsposition@gmail.com or delivered to: E Gerry RPSBS Position PO Box 2 Banora Point NSW 2486