

New Consortium contract (proposed)

This would take effect from January 1, 2009

Assumptions

This proposal is based on the following assumptions

- ACAL wish to continue operations at a reduced level while funding is uncertain
- There will not be any further editions of Literacy Link (but see below)
- There will not be any further Literacy Live services (but see below)
- There will be no major changes to the website

Base level services

1. Maintain website, (i.e. keep current, update as required, no new pages or sections), includes email access
2. Prepare membership invoices, collect fees, etc. for membership year commencing March 1, 2009
3. Maintain database (members, non-members) for use in eNews and any mailout
4. Support conference promotion
This is separate to my role in website design and support to the conference organisers. The role referred to here is preparation of emails for distribution to the eNews list and promotion via the ACAL website, etc.
5. Maintain ACAL eNews (say up to every second month, plus conference promotion as required)
6. Prepare necessary documents and support annual general meeting
7. Attend annual meeting if required; air fare and accommodation to be at cost to ACAL
8. Bookkeeping, monthly reports, preparation of accounts
9. Preparation of cheques, organising signatures and approvals, etc.
10. Audit preparation, liaison with auditor
11. Quarterly GST reporting to Tax Office
12. Handling mail, email
13. Provision of phone and fax numbers (not exclusive to ACAL)
14. Provision of up-to-date computer software and hardware to provide, database, accounting, web, etc.
15. Maintain the Literacy Live service (see note below)
16. Attendance at committee meetings via teleconference or Literacy Live

Literacy Live

The virtual meeting room will be maintained for meeting use by the committee and other bodies. It is paid by Don's personal credit card and reimbursed at cost by ACAL. If the Literacy Live PD sessions are recommenced the role and fee may be reviewed.

The fee for the above services would be \$11,880 (inc. GST) per annum payable monthly on invoice. (\$990 per month)

I will invoice for the last three months (Oct – Dec 2008) and for 2009 on the basis of the above agreement.

The agreement may be terminated by either part by giving one month's notice.

