

ASBOG® Solicitation
for
Executive Director Services

Addendum
Posted 10/12/2026

Association of State Boards of Geology

Addendum

Purpose: ASBOG is providing this addendum to the Solicitation for Executive Director Services RFP as additional information provided at the request of potential respondents. The contents of this document may change as additional substantive information requests are submitted.

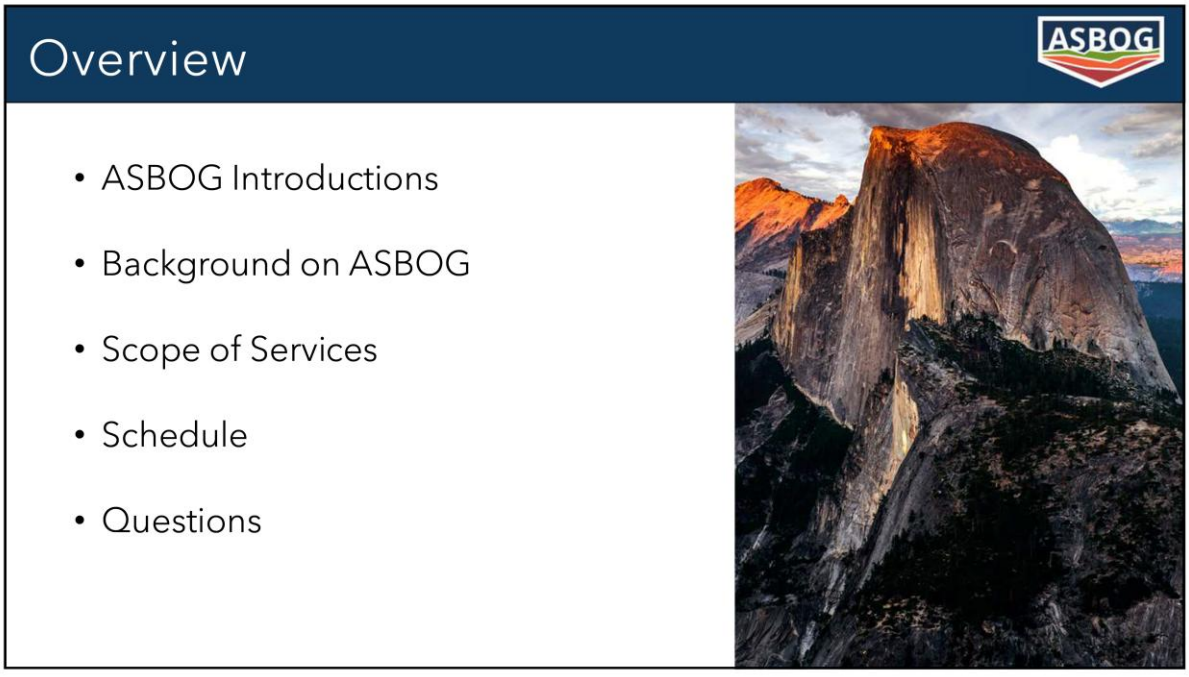
Addendum Contents

I. PowerPoint slides presented during information session.
II. ASBOG travel policy.
III. Answers to substantive questions during the information session or received by email.

I. PowerPoint slides presented during information session.



1



2

ASBOG Introductions

EXECUTIVE DIRECTOR RFP

3

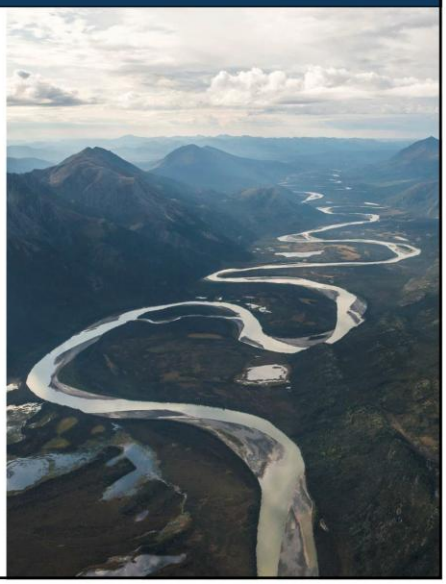
ASBOG Overview

EXECUTIVE DIRECTOR RFP

4

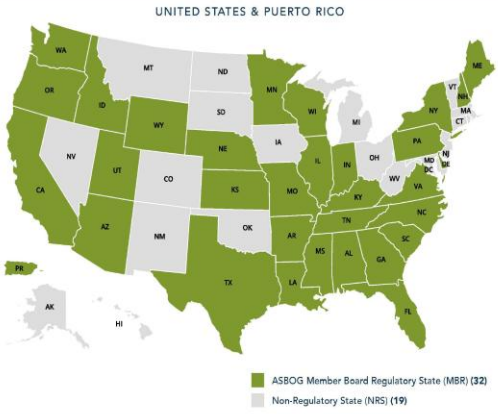
ASBOG Overview

- ASBOG serves as a connecting link between regulatory Member Boards in different states.
- We create and rigorously maintain national examinations to evaluate minimum competency to practice Geology.
- Our member boards have issued over 45,000 licensees.
- All activities are coordinated by the ASBOG Executive Committee and currently headquartered in Douglasville, GA.



5

ASBOG Overview



Green states – requirements for licensure:

- Completion of specified coursework and degree
- Passing ASBOG Fundamentals of Geology (FG) exam
- Work as geoscientist supervised by a licensed geologist
- Passing ASBOG Practice of Geology (PG) exam

Gray states

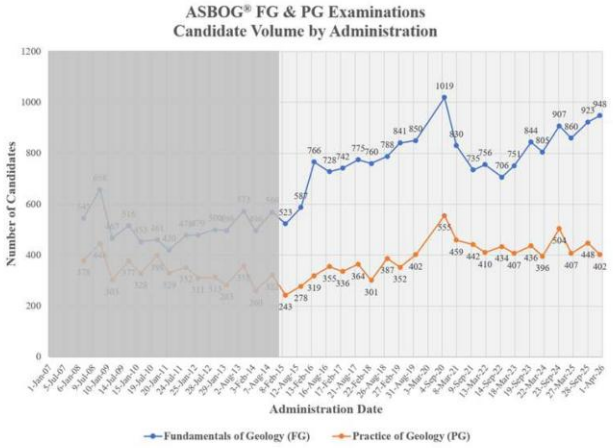
- No statute specific to geoscience licensure
- May require certification, e.g., AIPG

- **Thirty-one states plus Puerto Rico require a license to practice as a Professional Geologist.**
- **Check individual jurisdiction websites for details on practice area exemptions**

6

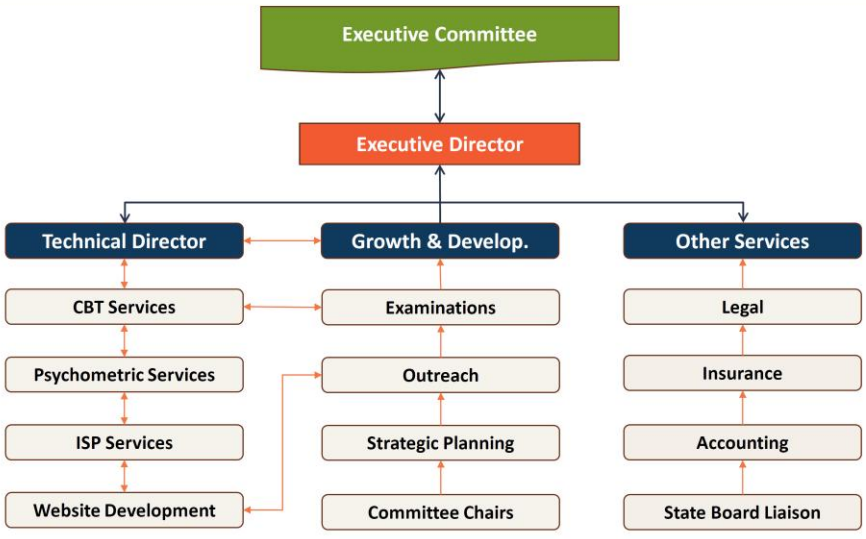
ASBOG Overview

- Exams are administered each March and October
- Between 2022-2025, each exam averaged the following yearly totals:
  - FG exam: 1675
  - PG exam: 840



7

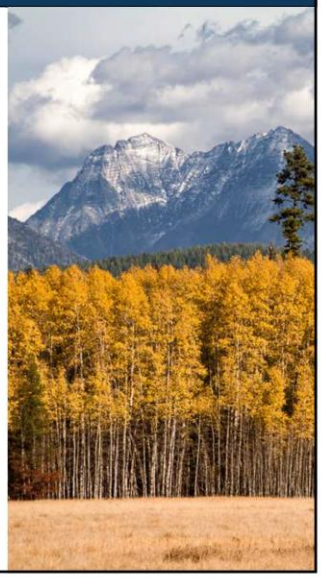
ASBOG Overview



8

ASBOG Strategic Priorities

- **Priority Area 1**: Provide World-Class Examinations
- **Priority Area 2**: Bridging the Gap Between University Instruction and Professional Practice
- **Priority Area 3**: Establishing Ourselves as an Authority in the Public Practice of Geology
- **Priority Area 4**: Licensure Availability and Mobility



9

Primary Responsibilities

EXECUTIVE DIRECTOR RFP

10

Scope of Services

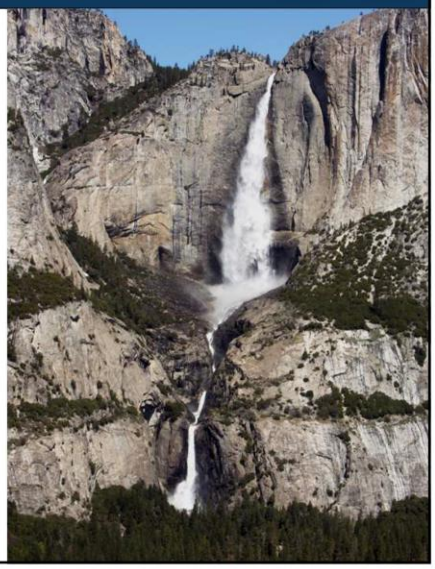
I. Executive Leadership, Governance, and Strategic Planning

II. Financial, Legal, and Compliance Management

III. Service Partner Management

IV. Operations and Office Administration

V. Meeting, Workshop, and Event Logistics



11

Scope of Services (for reference only)

I. EXECUTIVE LEADERSHIP, GOVERNANCE, & STRATEGIC PLANNING

Lead the organization to achieve its mission and vision through collaborative relationships with all ASBOG stakeholders. Responsible for achieving short- and long-term goals of ASBOG, and growing ASBOG's reach and exposure in the market it serves, each by leveraging ASBOG's longstanding team of volunteers, consultants and advisory groups. Lead the development, execution, and continuous monitoring of ASBOG's strategic plan and long-term organizational goals. Develop and maintain collaborative relationships with Member Boards, Affiliate Organizations, International representatives, and geological societies, including attendance at meetings that benefit the geoscience community. Monitor and provide strategic guidance regarding legislative and regulatory threats to state licensure boards and universities. Lead efforts to enhance the visibility, reputation and influence of ASBOG. Serve as the primary spokesperson for ASBOG and provide strategic oversight of all external communications. Support outreach efforts to increase awareness of ASBOG's role in protecting the public through its mission.

12

Scope of Services (for reference only)

II. FINANCIAL, LEGAL, & COMPLIANCE MANAGEMENT

Ensure operations adhere strictly to the provisions of 501(c)(6) professional nonprofit regulations, including proactive maintenance of corporate registrations, trademarks, and intellectual property. Direct all aspects of financial operations including setting annual budgets, bookkeeping, monitoring expenditures, maintaining organizational property, and growing investment capital. Collaborate with the Executive Committee Treasurer, Committee on Finances, and external CPA/auditors to maintain ledgers in accordance with generally accepted accounting principles in operating the business of ASBOG. Direct the preparation of the annual tax forms with the external CPA.

Scope of Services (for reference only)

III. SERVICE PARTNER MANAGEMENT

Manage and direct the Computer-Based Testing (CBT) vendor relationship, including overseeing all aspects of exam delivery. Act as the primary operational link between external psychometricians, test administrators and SMEs to ensure examination defensibility and operational integrity. Oversee relationships, contract negotiations, and performance outcomes for external legal counsel, CPA/auditors, insurance brokers, banking institutions, and other consultants. Manage the legal maintenance and renegotiation of Member Board agreements.

Scope of Services (for reference only)

IV. OPERATIONS & OFFICE ADMINISTRATION

Establish and maintain the principal administrative office of ASBOG and ensure the efficient operation of the organization's headquarters functions. Ensure compliance with applicable business practices as set forth in ASBOG Bylaws and provide the necessary support for ASBOG mission and governance responsibilities.

15

Scope of Services (for reference only)

V. MEETING, WORKSHOP, & EVENT LOGISTICS

Plan, execute logistics, manage and attend programming for all official ASBOG events, including, but not limited to:

- Four (4) in-person Executive Committee Meetings annually.
- Two (2) Committee Chair Workshops.
- Two (2) Council of Examiners (COE) Workshops and associated field trips.
- Up to two (2) Item Writing Workshops.
- One (1) Administrators Workshop.
- The ASBOG Annual Meeting and the Annual Meeting digital e-book.

Oversee the coordination of all official networking, social receptions, ASBOG merchandise and field trips associated with major workshops and annual meetings.

16

Schedule

EXECUTIVE DIRECTOR RFP

17

Schedule

Event	Date
Solicitation Release	**Sept 8, 2026**
Virtual Meeting for Interested Parties. ASBOG will present an overview of the organization, the Executive Director opportunity, and allow questions. Interested parties should use the contact information below to receive the virtual meeting link.	**Oct 8, 2026 @ 11 a.m. Eastern**
Proposals due to ASBOG	**Nov 13, 2026 @ 5:00 p.m. Eastern**
Notification to Short Listed Respondents	**Feb 12, 2027**
Virtual Interviews	**March 1-5, 2027**
Mandatory In-Person Interviews	**April 8-9, 2027**
Notification to Winning Respondent	**May 1, 2027**
Contract Start Date	**July 1, 2027**



18



19



20

II. ASBOG Travel Policy

1.0 TRAVEL AND EXPENSE REIMBURSEMENT POLICY

ASBOG recognizes that the individuals acting on behalf of ASBOG might incur expenses while conducting necessary organizational business. The following guidelines establish which travel and other expenditures are appropriate and provide a uniform and consistent approach for the timely reimbursement of authorized expenses. ASBOG expects individuals acting on its behalf to exercise discretion and judgment with respect to expenses and maintain fiscal responsibility to the organization.

The Executive Committee and Executive Director shall be reimbursed for actual travel and subsistence expenses while traveling on ASBOG business. Expense reimbursement for staff, Committee Chairs, Workshop Facilitators, Coordinators, and/or Form Reviewers traveling in support of ASBOG-related activities must be authorized by the Executive Committee prior to any expenditures. Travel expenses for others (e.g., Item Writing and TAS workshops; speakers/presenters; other invited guests) are considered on a case-by-case basis and will be approved at the discretion of the Executive Committee. All funding of activities conducted by Committee Chairs and other individuals must be authorized by the Executive Committee prior to any expenditures.

1.1 Expense Reimbursement Policy

Completed Expense Report Forms must be signed, dated, and submitted to the Executive Director via email within 45 days after the expense is incurred. Individuals requesting reimbursement should submit a ***single pdf document*** including the completed and signed/dated Expense Report Form and copies of all vendor receipts. For complete Expense Report Forms, reimbursements will be made within 30 days of receipt; incomplete Expense Report Forms will be returned with specific instructions for completion.

Itemized receipts must be submitted for expense reimbursement. Receipts should include the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tax and tips (if applicable). Credit card statements are not acceptable substitutes; however, if a replacement for a lost receipt cannot be obtained, a credit card statement may be used with prior authorization from the President and will be considered for reimbursement without a receipt.

1.2 General Travel Guidelines

In determining the reasonableness and necessity of travel expenses, the Executive Committee will consider the ways in which ASBOG will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Less expensive alternatives when appropriate, such as participation by telephone or video conferencing, will also be considered.

Individuals traveling on behalf of ASBOG may incorporate personal travel or business with their ASBOG-related trips; however, individuals should not arrange ASBOG travel at a time that is less advantageous to ASBOG or involving greater expense to ASBOG to accommodate personal travel plans. Any additional expenses incurred due to personal travel, (i.e., extra hotel nights, additional stopovers, meals, and/or transportation, etc.), will not be reimbursed by ASBOG. Similarly, expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by ASBOG.

1.2.1 Air Travel

Air travel reservations should be made as far in advance as possible, ideally purchased at least 21 days in advance of travel, to take advantage of reduced fares. Fully refundable tickets may be purchased when airlines do not offer credit for future travel.

Individuals traveling on behalf of ASBOG may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals are advised against exclusively using a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

1.2.2 Lodging

Individuals traveling on behalf of ASBOG will be reimbursed for the reasonable and actual cost of hotel accommodations (room and tax only). When traveling to ASBOG-organized functions, individuals should select accommodations arranged by the Executive Director whenever possible as those rates are negotiated based on a group discount. For other necessary travel, determination of reasonable hotel rates should consider convenience, local prevailing accommodation prices, and proximity to other venues on the individual's itinerary. Non-ASBOG business-related incidentals will be at the expense of the individual. If items other than lodging (e.g., parking, meals) are included on hotel receipts, they should be itemized on the receipt and submitted as separate line items on the Expense Report Form.

1.2.3 Out-Of-Town Meals and Alcohol

Individuals traveling on behalf of ASBOG will be reimbursed for the reasonable and actual cost of meals (including tax and tips). Annotated receipts showing the names of individuals should be submitted for meals attended by multiple ASBOG representatives. In general, the following guidelines should be used for meals: $15 for breakfast, $25 for lunch and $60 for dinner; these are ideal maximum per meal costs and *not* a per diem allowance. When travel is conducted in markets that exceed these prices, Individuals should use the per diem meal rates in the travel location published by the U.S. General Services Administration as a general guideline for appropriate costs. Costs deemed by the Executive Committee to be excessive may not be reimbursed. ASBOG arranges group meals for attendees at Committee Chair meetings, Item Writing Workshops, and COE Workshops when feasible.

ASBOG will compensate eligible individuals for alcohol purchases when combined with a meal. ASBOG will only compensate eligible individuals purchasing alcohol for themselves if authorized in advance by the Executive Director and President.

1.2.4 Ground Transportation

Ground transportation (i.e., taxis, ride shares, shuttles, public transportation) between airports and meeting sites is reimbursable. The most economical ground transportation available should be chosen whenever possible. Car rentals and fuel may be reimbursed when other forms of transportation are not practical but must be approved by the Executive Director in advance of travel. If rental cars are utilized, carpooling is encouraged to economize on transportation costs wherever possible.

1.2.5 Personal Cars

Use of personal cars may be reimbursable when traveling for ASBOG business. Reimbursement for mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently

approved rate; however, the total mileage reimbursement will not exceed the cost of the lowest available round-trip economy class airfare.

1.2.6 Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred during travel for ASBOG business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the individual and will not be reimbursed. On-airport parking is permitted for short trips. For extended trips, more economic off-airport facilities should be used, particularly when travel is extended for personal reasons.

1.2.7 Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditure is approved in advance by the Executive Committee. Detailed documentation for any such expenses must be provided, including:

- Date and place of entertainment,
- Nature of expense,
- Names, titles, and affiliation of those entertained,
- A complete description of the business purpose for the activity including the specific business matter discussed, and
- Itemized vendor receipts (no credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including any tax and tips.

1.2.8 Miscellaneous Travel Expenses

Miscellaneous expenses including, but not limited to, tips (e.g., skycaps, bellmen, taxis/ride shares) will be reimbursed. The general guidelines for maximum tips should be considered: $5/bag or 20% for transportation. The tips should be documented by receipt when possible and attached to the Expense Report Form. Note: although the IRS requires that any expense over $15 must have a receipt, ASBOG requires receipts for all expenses. Incidental expenses not exceeding $15 will be considered for reimbursement without a receipt.

III. Answers to substantive questions during the information session or received by email.

1. How much fundraising is required from the Executive Director and what are your current primary sources of revenue?

ASBOG does not currently have a specific fundraising requirement or target for the Executive Director. ASBOG is a 501(c)(6) organization and does not have an affiliated 501(c)(3) foundation through which tax-deductible charitable contributions can be received. Consequently, traditional charitable fundraising is not a primary activity of the organization.

Our primary sources of revenue are fees associated with the Fundamentals of Geology (FG) and Practice of Geology (PG) examinations and annual membership dues from Member Boards. Additional revenue is generated through educational products, including our FG Prep Course.

While traditional fundraising is not a primary responsibility of the Executive Director, ASBOG's Strategic Plan includes expanding and diversifying revenue through new products and services. The Executive Director will be expected to provide leadership in identifying and developing these opportunities in collaboration with the Executive Committee and Growth & Development Director.

2. It appears there is a history of generating positive net income. How are these funds preserved? Is the reserve account professionally managed?

All ASBOG reserve funds are currently held in certificates of deposit (CDs). The reserve account is not professionally managed.

3. Could you clarify how ASBOG interprets the licensing requirement for the proposed Executive Director? Specifically, must the individual currently hold a PG license or meet all eligibility requirements to obtain one, or would ASBOG consider a candidate with a geology education and relevant leadership experience who could be supported by an organization with established association management, administrative, and operational resources?

The ASBOG Executive Committee believes that professional licensure is critical to understanding ASBOG's mission and effectively carrying out the responsibilities of the Executive Director. As an organization whose primary purpose is to support professional geology licensure, we believe it is important for the Executive Director to have a strong understanding of the licensure process, its significance to the profession, and the role of state regulatory boards.

As stated in the RFP, the proposed Executive Director must either currently hold a Professional Geologist (PG) license in a U.S. jurisdiction or possess the qualifications necessary to obtain one.