

Committee Chair
VENDOR COMMITTEE
Job Description

Position:	Chairman, Vendor Committee	
Purpose:	To promote and enhance the chapter's vendor relationships	
Committee Size:	Chair plus 2-3 additional members	
Term of Service:	1 Chapter Year (April 1 – March 31)	
Oversight by:	Board of Directors	
Records Retention:	<u>Item:</u>	<u>Retention Period:</u>
	Vendor List/Database	7 years
	Historical List of sponsorship levels and sponsors	7 years
Duties of the Committee:	<ul style="list-style-type: none"> • Coordinate sponsorships from vendors • Submit to the Board a projection of which vendors the committee will contact and an estimate of the vendor's sponsorship level • Serve as a sounding board for vendors and members regarding vendor-related issues • Coordinate efforts of committee members through close communication to ensure that all Committee efforts are proceeding as planned • Oversee the management of the vendor database, and accomplish the vendor mailings needed • Plan and implement all vendor events with the guidance and assistance of the Board and related committees • Work with Committee Members/Chapter President-Elect to prepare Vendor Partnering award submission for International competition in accordance with the President's request/deadline • Work with Website Committee member coordinating advertising to ensure timely vendor submissions on Chapter Website. 	