

Job Description

**Title:** Vendor Chair

**Term:** 3 Years

 Elected by general membership

 Has voting rights

 May be re-elected

**Job Summary**

1. Contacts vendors about the spring workshop and fall meeting each year. Sends out event information via email: location, dates, prices, and shipping. Includes registration forms. First communication should go out in December, follow up in February after first board meeting of the year.
2. Attends board meetings to discuss planning for NCABB yearly events and give report on vendor sponsorship.
3. Works closely with Treasurer to monitor vendor registration and payment.
4. Works with Website Chair and Program Chair to ensure vendors are mentioned on website and program.
5. Create table tents and signs acknowledging sponsorships for Spring Workshop and Fall Meeting.
6. Determine if vendors will bring gifts for the prize drawing at the Fall Meeting.
7. Update registration forms as needed.
8. Fall Meeting duties:
	1. Organize vendor’s tables; assist in set up as vendors arrive
	2. Create “Meet Your Vendor” sheet for Wine and Cheese Reception drawing.
	3. Remind attendees when the next speaker will start.
	4. MC the prize drawing during the Wine and Cheese Reception.