



North Carolina Association of Blood Bankers

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 Fall Workshop and Annual Meeting each year:
 - a. Send 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. Attend at least two board meetings per year, usually held once per quarter, to discuss planning for NCABB yearly events and give report on vendor sponsorship. If unable to attend a board meeting, notify president of any updates that need to be presented to the board.
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 Fall Workshop and Annual Meeting.
6. Determine if vendors bring gifts for the prize drawing at the Annual Meeting.
7. Update vendor registration forms as needed.
8. Annual Meeting duties:

- a. Organize vendor's tables; assist in setting up as vendors arrive.
 - b. Create "Meet Your Vendor" sheet for Vendor Reception drawing.
 - c. Remind attendees when the next speaker will start.
 - d. MC the prize drawing during the Vendor Reception.
 - e. Attend the general business meeting.
9. If unable to meet these expectations, the vendor chair shall notify the president so that an alternate member may be selected.