



### Position Identification

**Position Title:** Vendor Chair  
**Elected/Appointed:** Elected  
**Effective Date:** upon Annual Summit close (where served as Vendor Chair-Elect)  
**Term Length:** 1 Year

### Responsibility of Individual Board Members

- Know the Associations Mission, Vision and Values
- Know the Associations By-Laws
- Participate in Board Meetings
- Vote on issues affecting the Association, as a member of the CTA Executive Committee
- Participate in Planning Sessions for Summit
- Leverage experience, other associations, networks, and resources to achieve association mission
- Assist with annual summit and activities
- Enhance Association's public image
- Support the interests of the vendor community while serving on the board
- Assist with any other duties that enhance the association's mission

### Position Description

The Vendor Chair shall be responsible for representing the views of the vendor community as it directly relates to the Association. The position will support and guidance to the board for the successful running of the Association and the Annual Summit. Finally, the position supports other duties as assigned by the President or the Executive Committee.

### Duties and Responsibilities

- Coordinate outreach to the vendor community
- Elicit input from the vendor community relating to the continuous improvement of the Association
- Promote the values and ideals of the Association within the vendor and practitioner community
- Support the board with the logistics and smooth running of the annual Summit
  - Development of revenue generating opportunities.
  - Assist in the creation of the Annual Summit Sponsor guide
  - Coordinate onsite vendor support
  - Chair the Annual Summit vendor meeting, inc. facilitating the annual vendor representative election.
- Attend regular board meetings, either in person or remotely
- Provide network contacts for the pursuit of the endeavors of the Association.
- Support the incoming Vendor Chair Elect and the Outgoing Past Vendor Chair in the duties as it relates to the duties of the Association

### Additional Responsibilities

- Maintain a good record of vendor partner contact details
- Foster good relationships with other similar industry associations
- Promote the Association through personal and professional contacts
- Coordinate any additional Association events, such as webinar, charity events or other outreach

### Member Qualifications

Employee of an Organization that is committed to a 3-year Platinum Level Sponsorship of the CTA.