

Vendor Representative

Overview of Responsibilities:

The role of the Vendor Representative is to give input to NCSH relating to vendor activities.

Responsibilities:

1. Provide input during the meeting site selection process.
2. Consult on the contents of the Vendor Registration letter and registration form as needed.
3. Provide input to the Exhibits Coordinator during the Annual Meeting.

Time Commitment during Year:

Will vary depending on the time of year, but on average 1 - 2 hours a month.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting as needed for consultation and assistance for vendor related activities.

Qualifications:

The individual should be a member of NCSH and have been a vendor at the Annual Meeting.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Vendor Representative is accountable to the NCSH President and Board of Directors. While the Vendor Representative does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH officer meetings.

Funding:

None

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.