



VENDOR CHAIR POSITION DESCRIPTION

Description:

The Vendor Chair oversees committee activity for developing and securing vendors, setting annual Vendor Chair goals, and evaluating vendor satisfaction.

Responsibilities:

1. Collaborates with President and President-Elect in recruiting committee members.
2. Prepares Vendor Committee reports for the Board of Directors.
3. Maintains current documents such as correspondence, marketing/request forms, lists of vendors, etc., and any other documents related to the procurement of vendors.
4. Passes documentation to next committee chair.

Term of Office: Two (2) years.

Qualifications:

1. Must be a current member of OAMSS in good standing.
2. Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.