



Job Description: Vendor Relations

Reports To: Board of Directors

Term: Two-year term to start 1/1/2011; expires 12/31/2012

Responsibilities:

- 1) Create awareness and encourage vendor involvement with the SILA organization;
- 2) Promote and support interaction between vendors and industry members;
- 3) Ensure vendor participation at the national education conference;
- 4) Represent vendors' interests in Board activities and decisions;
- 5) Establish vendor guidelines and requirements for exhibiting and presenting at the national conferences;
- 6) Voting officer position;
- 7) Perform all duties with highest regard to the fiduciary obligation of the Board.

Additional responsibilities include:

- 1) Perform any and all duties requested by law, by the articles of incorporation, or by the bylaws;
- 2) Make and enforce rules and regulations for its own actions;
- 3) Meet at such times and places as required by the bylaws;
- 4) Investigate and recommend to the membership any matter pertaining to the welfare of the organization;
- 5) Approve all staff positions, including consultants;
- 6) Approve all salaries and benefits for SILA staff;
- 7) Elect persons for honorary membership;

Qualifications:

- 1) Must be employed with a vendor company;
- 2) Active SILA member in good standing for at least three years;
- 3) Directors shall be of the age of majority in the state of corporation (Indiana);
- 4) Have experience in goal-setting, planning, policy development, evaluation and decision making.