

Vendor Coordinator

Revised June 2014
Approved June 2014

Purpose:

To solicit donations for the New England Archivists (NEA).

Term of Office:

Three years.

Major Duties:

- Serves as an ex-officio member of the Executive Board.
- Attends quarterly Executive Board meetings.
- Submits annual budget request to Treasurer.
- Responsible for soliciting donations and working with national and regional vendors to support NEA activities and projects, including but not limited to: meetings, workshops, handbooks and directories, and Newsletter advertising.
- Maintains regular contact with members of the Executive Board and committee chairs, especially the Program and Local Arrangements committees and Newsletter Editors, and works with them to determine sponsorship needs and vendor opportunities.
- Collects and maintains an up to date database of the names, addresses, telephone, fax and email addresses of companies and organizations who could be solicited for donations to NEA sponsored events. Updates database on a regular basis.
- Maintains potential advertisers' names, addresses, telephone, fax, and email addresses.
- Responsible for soliciting and processing advertisement orders for each issue of the Newsletter. Processing includes: contacting vendors, coordinating receipt of ad and payment, submitting payment to the Treasurer, and any follow up contact for placement of future ads.
- Works with other committee chairs on NEA related activities as appropriate.
- Transfers all records of long-term value to the Archivist at the end of term.
- Submits a quarterly report to the Board about a week before the Board meeting.