

# JRES PTA - Job Description

## Vendor Coordinator

**Time commitment:** 4 (or less) hours per month

*Busy peaks are:*

Late summer/early fall = Planning meetings, vendor selection.

**Responsibilities:** Summarized from bullet points below the Vendor Coordinator has the core responsibility of managing the Vendor process from solicitation to selection through event. Time commitment fluctuates. This is a Head Chairperson position. Where needed, assemble a committee to delegate tasks to.

### Vendor Coordinator Duties

- Attend board meetings and participate in discussions and decision making.
- Keep accurate vendor contact lists, update PTA master spreadsheet.
- Manage vendor process:
- September contact vendors to validate their company/product is still the same.
- Email previous vendors
- Recruit new vendors
- Map out each event and mark stalls/spaces day of
- Be present at check-in during events or notify President ahead of time if a replacement needs to be found.
- Keep accurate money counts and deliver monies received with appropriate PTA forms to the Treasurer for timely deposit.
- Maintain a complete file of all business cards, discounts, or other information acquired while in contact with vendors and potential vendors.
- Maintain a file of all your work, including photos of displays and samples of each document.
- Attend PTA sponsored events

The PTA has set up gmail email addresses for the various positions. These email addresses were created to keep PTA separate from personal email accounts since the person who does the coordinating changes. Please do not change the password or set up email forwarding to a different email address. PTA recommends to help keep things organized and to create different folders for the different aspects of the position. Thank You again for volunteering for this position. Login information for account is: