



MAINTENANCE SUPERINTENDENTS ASSOCIATION

GUIDELINES FOR EXECUTIVE BOARD VENDOR REPRESENTATIVES

The three Executive Board Vendor Representatives are elected by vendor members at a meeting held at the yearly MSA Conference. They report to the M.S.A. Executive Board, the governing body of the M.S.A. Organization. Areas of representation are Northern, Central and Southern, with each Vendor Representative being responsible for serving the vendor members in his/her area. The term of office is two years, the first year as an Alternate, the second year in an active capacity. Alternate Vendor Representatives shall be available as necessary to assist the active Vendor Representatives and to prepare to assume an active position on the Executive Board during the second year of service. The following guidelines outline the responsibilities of the Executive Board Vendor Representatives.

- I. Serve as liaison for vendor members on the M.S.A. Executive Board.
 - A. Attend all Executive Board meetings during the term of office.
 - B. Communicate with vendor members and Chapter Vendor Representatives regarding ideas, recommendations and concerns in preparation for presenting these issues at Executive Board meetings; provide timely reports, and other information concerning vendors, to the Chapter Vendor Representatives and general membership.
 - C. Serve on appointed committees and chair designated events as assigned by the Executive Board.
- II. Serve in an advisory capacity to local Chapters.
 - A. Attend at least one meeting of each Chapter within area of representation during term of office to provide input and support to local vendors and regular members.
 - B. Support the annual M.S.A. Conferences by providing comprehensive information to conference committees, promoting vendor interests, and bringing vendor issues to the attention of the Executive Board.
 - C. Serve as intermediary in conflict resolution; provide knowledgeable information about by-laws, rules and the M.S.A. Constitution
- III. Promote the M.S.A. mission statement, objectives and membership-
 - A. Promote improved operating principles and standards, assist in providing a medium for exchange of information and foster understanding and cooperation between regular and vendor members.
 1. Be available as resource for information pertaining to new products and technology.
 2. Participate as needed in educational programs.
 - B. Actively recruit new members, providing information about M.S.A., the mission statement, objectives and membership.
 - C. Perpetuate the role of Vendor Representative through orientation of Alternate Vendor Representatives, participation in vendor activities and as resource when term of office is completed