



## **MAINTENANCE SUPERINTENDENTS ASSOCIATION GUIDELINES FOR LOCAL CHAPTER VENDOR REPRESENTATIVES**

The Executive Committee Vendor Representative is elected by the vendor members of each Chapter and reports to the Executive Committee, the governing body of the local Chapter. The term of office is determined by the vendor members. The following guidelines outline the responsibilities of the Executive Committee Vendor Representative.

- I. Serve as liaison for Vendor Members on the M.S.A. Chapter Executive Committee.
  - A. Present vendor ideas, recommendations and concerns at Executive Committee Meetings.
  - B. Communicate with Executive Board Vendor Representatives to ensure transmission of information to and from the Executive Board.
  - C. Provide timely reports and information to regular and Vendor Members.
  
- II. Actively participate on Chapter level to promote successful, informative meetings, serve on appointed committees, chair designated events and promote vendor interests.
  - A. Encourage vendor participation in workshops and other M.S.A. activities.
  - B. Assist with orientation and introduction of new vendor members.
  - C. Promote the annual M.S.A. Conferences, participate on conference committees when Conference is hosted by local Chapter, and provide assistance as necessary to conference committee members.
  - D. Host vendor meetings at scheduled times to discuss issues or concerns.
  
- III. Promote the M.S.A. mission statement, objectives and membership.
  - A. Be available as resource for information pertaining to new products and technology.
  - B. Actively recruit new members of providing information about M.S.A.
  - C. Promote the role of Vendor Representative through education of vendor members and providing ongoing support when term of office is completed.
  - D. Serve as intermediary in conflict resolution; provide knowledgeable information about bylaws, rules and the M.S.A. Constitution; communicate concerns to Executive Board Vendor Representative.