Vendor Committee Chair Job Description

Committee Chairs have a strategic role to play in representing the vision and purpose of Whatcom Pride. This volunteer role ensures that their committee functions properly, has full participation at meetings, relevant matters are discussed, and that effective decisions are made and carried out.

The Vendor Committee is responsible for managing the registration and festival experience of local businesses, organizations, and food vendors who wish to participate in the Pride Festival. This includes working with an online ticketing company to set up an event for registration, monitoring registrations to ensure they are in line with Whatcom Pride policies, and coordinating vendor set up and tear down on the day of the event.

Responsibilities

Ensure the Vendor Committee functions properly:

- Plan and run meetings as needed
- Facilitate decision-making and ensure follow through on decisions made
- Plan for recruitment and renewal of Vendor Committee volunteers in coordination with Board of Directors
- Communicate with Whatcom Pride Board of Directors regarding decisions, progress, and event status

Vendor Relations and Management:

- Monitor and manage vendor registration, including working with an online ticketing company to manage registration
- Recruit vendors as needed to ensure a festival with a balanced presence of local organizations, companies, retailers, and food vendors
- Answer vendor questions regarding pricing, sign ups, and day of logistics
- Day of coordination (with Logistics Chair) to ensure vendors are able to identify their spaces and set up their booths
- Monitor set up and clean up processes to ensure vendors are in line with Whatcom Pride policies

Qualities and Skills Required

- Strong leadership skills
- Good communication and interpersonal skills
- Ability to lead meetings and ensure tasks are completed promptly
- Ability to represent Whatcom Pride in a professional and positive manner
- Experience in event planning, vendor relations, or volunteer coordination preferred