

## **Vendor Sponsor Director Duties**

Maintain master list of potential vendors, including but not limited to leads from TSWB Directors, local chapter members, PayTech, APA Congress, and TSWB Conferences.

Design vendor brochure and communication pieces suitable for email and TSWB website delivery.

Generate email and/or phone contact with potential vendors on a regular basis and track responses to maximize vendor participation.

Establish committees as necessary to design and provide necessary materials for a vendor networking game and/or to assist with solicitation of vendor participation and sponsorship.

Provide a prize for the vendor game (i.e. vendor drawing)

Generate vendor signage for the conference and communicate budget needs for printing to TSWB Treasurer.

Assign booth space for vendors.

Understand vendor needs such as electricity, internet, booth space, and communicate requirements to Director of Hotel for inclusion in hotel contract.

Maintain master list of people who will be working in the vendor booths to ensure name tags are completed accurately, and provide meal and entertainment headcount for sponsor participation to Director of Hotels and Entertainment.

Work with TSWB Webmaster to ensure vendors provide logos and company website links where applicable.

Communicate with TSWB Treasurer to ensure vendor sponsorship money is received and accounted for in a timely manner.

Generate electronic invoices upon request and send out W-9 form with TSWB FEIN to vendors if required for payment.

Provide regular updates on vendor sponsorship progress at all TSWB conference calls and meetings.

Be available at the conference hotel during the hours of the vendor registration and set-up to answer any questions and assist vendors with needs.

Work with Director of Speakers to communicate information related to vendors who are interested in conference speaking.

Request vendor door prizes from participating vendors.

Create master list of vendors for conference binders.

Generate thank you letters, cards, emails, etc. for participating vendors during and/or following conference.

Abide by all TSWB by-laws and participate in monthly conference calls and face-to-face meetings as established by TSWB Executive Director.

Promote and update Diamond/Conference long-term sponsorship levels.

The Sponsors Director is expected to attend all Board meetings and conference calls, which are held monthly with the exception of the last 4 to 6 weeks prior to the Statewide conference which may be more frequent.

Also, the Sponsors Director must be willing to travel within the state of TN up to 3 times per year for Face to Face Board Meetings? (Travel cost is covered by the Board).

The Sponsors Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Sponsors Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

Director of Sponsors shall have one (1) vote in all TSW Board matters