

# NARPM CHAPTER AFFILIATE CHAIR

## Job Description

**Function:** To enhance the foundation for a long-term, sustainable chapter by outlining and implementing the policies, procedures, and structure needed to maximize the benefit of NARPM association. To invite and welcome the participation of vendor members in the organization.

### **Duties/Responsibilities:**

1. Utilize resources provided by national at [www.narpm.org](http://www.narpm.org) under the Chapter Resources tab. Be sure to read each position description and browse through the chapter leadership section of the web site.
2. Solicit and welcome participation of vendors in the chapter.
3. Arrange for vendor spotlights at meetings in the chapter newsletter.
4. Consider holding and arrange vendor fairs.
5. Select the best quality vendors for the affiliate relationships with the chapter.
6. Leverage vendor benefits (i.e., vendor discounts, vendor preference to services to NARPM members, etc.)