

Vendor Coordinator Annual Evaluation

Employee Name:

Review Date:

Form Completion: ____ Self Evaluation ____ CFO Review

Process: The individual completes a self-assessment using this form. The CFO will solicit feedback from the Board of Directors as part of the review process and complete a review. The CFO will meet (phone meeting is acceptable) with the individual to discuss the evaluation. The evaluation will be submitted to the Board of Directors during closed session at the Summer Board Meeting.

Characteristics 1 = unsatisfactory; 2 = Some Areas of Concern; 3 = Satisfactory		
	Score	Notes
Timeliness and responsiveness to the Conference Coordinators Committee		
Attend Board Meetings and Chats		
Maintain timely communication with vendors		
Works with Conference Co-Chairs regarding Vendor Hall (meals, vendor list)		
Vendor sponsorships, donation request for giveaways and ads for Conference		
Solicit New Vendors for Conference Vendor Hall		
Solicit Vendor sponsorship/donations for other WSST events		
Attend the WSST Annual Conference and handle		

day-to-day vendor affairs and requests		
Work with Conference Co-Chairs on Vendor Appreciation Gifts		
Run Vendor Registration Booth at Annual Conference and work with CFO on Vendor Registrations		
Work with CFO on creating Vendor Registration Form		
Provide updated information to the Conference Coordinator regarding Vendor information for the Conference Handbook		
Work with Conference Facilities and Conference Co-Chairs to create a Vendor Hall Map		
Areas of Concern		
Summary of Feedback and Action Items Based Upon Concerns		
Professional Goals for Vendor Coordinator		
Additional Comments from Vendor Coordinator		

Updated on 6/19/2023

Vendor Coordinator Signature

CFO Signature

President Approval

Date

