



North Iowa Farmers Market Vendor Advisory Committee

Last updated on March 15, 2018

Purpose: The Advisory Committee was established to provide a vendor's perspective to the Board to help ensure that the Board's decisions support the success of our vendors. The Advisory Committee will:

- Provide an opportunity for dialogue between vendors who sell at the North Iowa Farmers Market (NIFM).
- Offer input to the Board on issues related to policies or Market guidelines, communications, community building and related matters.
- Provide feedback to vendors on the functioning and effectiveness of the Market.
- Receive feedback from vendors (e.g. a suggestion box).

The Committee's role is advisory; authority for decisions remains with the Board.

Membership: The Vendor Advisory Committee reports to the Board and consists of:

- Three NIFM vendors.
- One Board member who act as a liaison and resource person between the Committee and the NIFM Board. The Board member shall be an ex-officio member cannot vote on Committee recommendations.

The NIFM Market Manager (OR) the Market Manager will participate in Committee activities and meetings, as necessary. Ad-hoc sub-committees may be established from time to time to deal with issues that may not impact the entire market.

Members of the Vendor Advisory Committee are elected at the spring vendor meeting by vendors, after nomination by those vendors in attendance at the meeting. Vendors who are unable to attend the meeting can be elected to serve on the Vendor Advisory Committee. Any vendor who cannot attend but is willing to serve must notify the NIFM Board Chair that they are willing to serve prior to the spring vendor meeting. If a vacancy occurs on the Vendor Advisory Committee after the elections, the Board Chair may request nominations from and conduct an election by email among the Market's vendors.

Advisory Committee Responsibilities: The Committee members are expected to:

- Attend all Vendor Advisory Committee meetings and participate in discussions on issues, policies, promotion and education.
- Communicate with other committee members in a respectful and problem-solving manner.
- Make non-binding recommendations to the Board.
- Communicate with vendors who are not on the committee to encourage and facilitate positive communication and the resolutions of any concerns.
- Act as an ambassador for the Committee to all vendors.

The Committee should meet on a regular basis (approximately monthly). A schedule of meetings will be set by the members prior to the first market of each season and will be published on the NIFM web page. Ad-hoc committees will meet whenever necessary. Committee members are encouraged to conduct their regular meetings on market days.

The Committee will choose two vendors to serve as Chair of the Committee and minute-taker. The Committee may rotate positions among the members, but the ex-officio Board member may not serve as Chair. The Chair will circulate an agenda for the upcoming meeting to the NIFM Board, the Market Manager and all approved vendors at least 24 hours prior to the meeting. The Chair will also facilitate discussions during the Committee meeting.

The minute taker will record and distribute minutes via email to all NIFM Board members, the Market Manager, and all approved market vendors within one week of the meeting. The Market Manager or Board Chair will ensure that the minutes are posted on the NFIM web page.