

**Florida Biomedical Society**

**Vendor Ambassador (Manufacturer Consultant)**

**Job Description**

Appointed by President with consent of the Board – nonvoting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Vendor Ambassador is to act as a liaison for Vendors, Independent Service Providers and Original Equipment Manufacturers to the Florida Biomedical Society. Shall act as their representative to the FBS Board of Directors and provide counsel to FBS.

**Term of Service:** One Year Appointment,beginning at start of calendar year and concludes on December 31st of that year, renewable at the Discretion FBS President and with the consent of FBS Board of Directors.

**Reports to:** FBS President and Board of Directors and Health Technology Management Equipment Vendors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Good public relations skills
5. Self-motivated and able to work without supervision
6. Demonstrate ability to collaborate with a diverse team

**Duties and Responsibilities:**

1. Provide representation and counsel for Vendors, Independent Service Providers and Original Equipment Manufacturers to the FBS.
2. Build relationship Vendors, Independent Service Providers, Original Equipment Manufacturers and other HTM professionals.
3. Promote, support the advancement of the FBS Symposium and act as contact for exhibiting vendors.
4. To assist the president and FBS Board in the FBS business or as needed.
5. Provide counsel to the FBS Board of Directors
6. Perform such duties as may be directed by the Board of Directors or at the president’s discretion when deemed to be in the best interest of the Florida Biomedical Society.
7. Maintain good standing status and attendance required by the Bylaws of FBS.

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_