

Farmers Market Vendor Advisory Committee Terms of Reference

Purpose

The Farmers Market Vendor Advisory Committee contributes to communications between vendors and the Board of YLFMS, by:

1. Providing an opportunity for dialogue between vendors who sell at any market.
2. Offering input to the Board on issues related to policies or Market guidelines, communications, community building and related matters.
3. Organize and implement the All Vendor's Meeting every year.

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

Functions

The Committee carries out the following functions:

- Provides a forum for dialogue on issues and offering a communication link between vendors.
- Offers advice and input to vendors on current issues and concerns. This may include debate about product balance, sales, input into educational and promotional programs and related materials, strengthening awareness, community building, responses to violations of guidelines and service evaluation.
- Offers input and achieving consensus in advising on the development of policies, brochures and education. The Committee provides input to Board decisions.
- Provides feedback to vendors on the functioning and effectiveness of the Market.
- Receives feedback from vendors (e.g. a suggestion box).

Structure

The Committee reports to the Board and consists of:

- 2 Board members who act as liaisons and/or resource people.
- 6 farm vendors, 2 prepared food vendors, 2 food truck vendors, 2 craft vendors

Market staff will participate in Committee activities and meetings, as necessary. Sub-committees of representatives of specific vendor categories or a neighbourhood market may be struck to deal with issues affecting those interests alone.

Role of Members

The Committee members are expected to:

1. Attend all meetings and participate in discussions on issues, policies, promotion and education. Three (3) consecutive absences will result in dismissal.
2. Communicate with other vendors on the committee to offer mutual exchange of ideas in a respectful and problem-solving manner.
3. Provide input to and accept feedback from others.
4. Achieve consensus on issues in order to make non-binding recommendations to the Board.
5. Liaise with vendors who are not on the committee to encourage and facilitate positive communication and the resolutions of any concerns.
6. Act as an ambassador for the committee to all vendors.

Frequency of Meetings

The Committee meets on a regular basis (approximately monthly), according to a schedule set annually. Sub-committees may meet more frequently if needed.

Format

The Committee will choose a chair and minute-taker. The chair will circulate an agenda for the upcoming meeting. And will facilitate discussions. The minute taker will record and distribute minutes via email to all VAC members and staff liason.