**TITLE:** Marketing Committee

**PURPOSE:** Establish duties for the Marketing Committee

**ACTIONS/PROCEDURES/ACCOUNTABILITIES**

1. To establish a photo record for FCMLC for the use in advertising, promotions and social media, members of the committee are required to:
	1. Shoot photos of Saturday morning markets, Wednesday morning markets, special events, vendor products, etc.
	2. Submit photos digitally to FCMLC
2. All photo submissions become the property of FCMLC.
3. Research and provide suggested avenues of Marketing for FCMLC promotion on a Local, County, State and National level.
4. Members will coordinate with the Ops/Special Events Committee, when needed, to ensure proper event coverage is provided.

# Provide a monthly written report at least one week prior to all regular Board meetings. The report shall contain, but not be limited to, the following information:

# A schedule of upcoming Committee meetings.

# The previous month’s activities.

# A status report detailing upcoming activities and timelines.

# The Committee Chair or a designee shall be present at all regular Board meetings.

# If unable to be present, a written report shall be submitted to the office and Vice Chair no later than one (1) hour prior to the board meeting.

# Accountable to the Board as specified in the Bylaws.

# Members will sign a Confidentiality Statement if required by the Board.

#  5. All FCMLC members in good standing are eligible to serve on this committee.

# Committee membership of at least 50% by the vendor population is preferred.

# Committee and sub-committee members shall serve without compensation.

# Members may only serve on one committee.

# PROCEDURE APPROVAL:

Secretary Date

Chair Date