



National Demolition Association Associate and Suppliers Council Job Description

Adopted June 1, 2019

Description: The Council supports the NDA strategic goal to educate members on the latest advances in equipment and services and provide educational programming necessary to be leaders in professional competency. The Council serves as a liaison between this segment of the industry and the leadership of the Association. Members of the Council also serve on the Marketing and Communications Committee. This group serves as the eyes and ears in the marketplace and provides NDA with feedback regarding other associations and trade shows that market to industry vendors. The Council works with the Marketing and Communications Committee to build relationships and generate leads membership, contribute to the NDA blog and magazine, and host regional membership events.

Time Required: Serve two-year term as a committee member
Attend all regular council conference calls held following Marketing and Communications Committee Conference calls
Attend Annual Convention and Expo
Attend at least one additional in-person committee meeting

Key Dates: Demolition Magazine - July/August Issue, 5/23/19
Demolition Magazine - September/October Issue, 7/25/19
Demolition Magazine - November/December Issue, 9/12/19
Regional Membership Events (as applicable)
Member Renewal Campaign, June - September 2019
Media Kit, November 2019
New Member Campaign, August 2019
Annual Convention, 2/23/2020 -2/25/2020

Volunteer Responsibilities: A committee member shall attend all quarterly and monthly committee conference calls, serve an active role in all discussions concerning the association, vote on all matters requiring majority approval, and represent the committee at all committee conference calls, the Annual Convention and Expo, and at least one in-person committee meeting.

Specific Responsibilities:

- Advocate for NDA's best interests to all current and prospective members
- Work on initiatives as outlined in the strategic plan including membership recruitment and marketing efforts
- Provide feedback and generate ideas for new programs, partnerships, and experiences for NDA events
- Contribute to content of Demolition Magazine and evaluate and update existing material on equipment guidelines
- Assist in the sharing of best practice information for effective equipment usage

Staff Responsibilities: NDA staff shall provide program and project management, promotional and marketing expertise, and overall financial management. Staff will provide regular updates to the committee to ensure deliverables and budget goals and met.



Specific Responsibilities:

- Manage budget, project timelines, scheduling, marketing and implementation of initiatives
- Work with the Chair to develop a plan of work that will allow the council to effectively and efficiently develop programs and services
- Work with the Chair to develop agendas and conduct effective meetings of the council
- Provide administrative support, including but not limited to, planning and on-site execution of all council meetings, sending out regular council communications
- Work with the Chair, other council members, and Association staff to ensure that the work of the committee is carried forth between council meetings
- Facilitate communication of council activities, including requests for action and/or proposed policies, to the Executive Director and Board of Directors
- Where appropriate, assist the council in proposing products and services that will further the goals and objectives of the Association
- Create and send marketing communications via email, web and print

Qualifications:

- Company is an active associate member in good standing of the National Demolition Association
- Expertise in program development
- Ability to attract new and existing sponsors for events and programs
- Knowledge of equipment usage and safety guidelines in the demolition industry

Appointment: The President shall submit his recommendation for Council Chair and membership to the Board of Directors for review and approval prior to the meeting of the Annual Meeting of the Board of Directors held at Convention.