



## National Demolition Association Education Committee Job Description

*Adopted October 6, 2018*

**Description:** The Committee supports the NDA strategic goal to provide educational programming necessary to be leaders in environmental stewardship, safety, training and professional competency. It is a group of professionals whose task is to develop and implement education programs. The focus of the Committee is project-based, the purpose of the group's meetings and conference calls is to oversee curriculum development including, instructor selection and delivery and marketing of materials. The committee provides guidance on future needs, especially as they relate to the strategic goals of NDA.

**Time Required:** Serve one year term as a committee member  
Attend all monthly committee conference calls  
Attend Annual Convention and Expo  
Complete specific tasks for program development between monthly conference calls as needed

**Key Dates:** Foundations of Demolition Series – PM and JCT Courses – 10/17-19/2018  
Foundations of Demolition Series – Estimating Course – Q1 2019  
Foundations of Demolition Series – JCT and RM Courses – March 2019  
Annual Convention and Expo, 03/22-25/2019

**Volunteer Responsibilities:** A committee member shall attend all 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 when applicable Board meetings.

### **Specific Responsibilities:**

- Provide industry leading professional development to demolition professionals and member companies and advise NDA staff on conditions and developments that affect educational program needs
- Develop, implement, and revise program guidelines and curricula which provide members with the opportunity to achieve the level of knowledge and skill necessary to achieve proficiency
- Maintain close communication with the Safety and Environmental Committees to determine curriculum materials
- Monitor the effectiveness of offerings and survey member needs
- Coordinate and communicate with educational institutions including Purdue providing course work in the demolition profession to ensure access and offer subject matter experts
- Maintain contact with education programs in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts
- Promote Foundations of Demolition Series, Annual Convention and Expo, and attendance at other courses or workshops
- Develop list of topics and speakers for education sessions and Fast and Furious presentations at the Annual Convention and Expo
- Review proposals and select sessions submitted through the Call for Speakers process
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to each committee meeting
- Inform others about the organization



- Adhere to association's conflict of interest and confidentiality policies
- Maintain knowledge of the organization and personal commitment to its goals and objectives

**Staff Responsibilities:** NDA staff shall handle venue requirements and provide promotional and marketing expertise, supplier negotiation and sourcing and contracting, overall logistical coordination and registration and financial management. Staff will develop the schedule of events, monitor timelines, schedule of events, income and expenses and provide regular updates to the committee to ensure deliverables and budget goals are met.

**Specific Responsibilities:**

- Oversee receipt of certificates for participation and completion for Foundations of Demolition Series and other programs as applicable
- Manage vendor negotiation, event registration, marketing, onsite staffing, and post-event reporting
- Coordinate creation of event publications and syllabus materials
- Create and send education and event marketing communications via email, web, and print
- Send and track correspondence and contracts with instructors, speakers, and sponsors/exhibitors
- Coordinate with Committee to develop potential list of course instructors and coordinate trainee instructors to learn to facilitate courses
- Manage Call for Speakers process from proposal submission to committee review to selection and notification
- Prepare Banquet Event Order information with event venues
- Coordinate lodging and expenses for participants traveling to Foundations of Demolition Series, Annual Convention and Expo meeting attendance and workshops, academies and courses
- Create and manage budgets, collect registration and sponsorship income, and pay speaker fees
- Work directly with registrants on problems and inquiries

**Qualifications:**

- Company is an active member of the National Demolition Association
- Interest in workforce development and management education
- Ability to promote training and continuing education
- Knowledge of environment, health and safety issues in the demolition industry

**Appointment:** The President shall submit his recommendation for Committee Chair and Committee 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.