



National Demolition Association Industry Committee Job Description

Adopted June 1, 2019

Description: The Industry Committee monitors existing, new, and proposed construction and recycling policies and programs that impact the demolition industry and provides information to help members implement solutions that meet or exceed government regulations. The Committee creates guidelines, guidance documents, and whitepapers and curates data to benefit member companies and the industry. On a periodic basis, the Committee reviews existing standards, guidance documents, whitepapers and best practices, and offers expertise in identification or creation of new standards, guidance documents and best practices that will have an impact on demolition techniques, safety, and the use products and services.

Time Required: Serve one-year term as a committee member
Attend all monthly committee conference calls
Attend the Annual Convention and Expo
Attend at least one additional in-person committee meeting

Key Dates: 2019 National Policy Agenda Deadline, 10/01/2019

Volunteer Responsibilities: A committee member shall attend all monthly committee meetings, 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 Board meetings. The Committee shall act as an advocate to the general membership on resources, data and best practices.

Specific Responsibilities:

- To be the leading source of accurate industry information and knowledge and provide structure, tools and partnerships to support achievement
- Acquire and develop relevant research and data to build and fill pipeline to offer members best practices, industry standards, and benchmarking tools
- Design and implement research priorities and supporting strategy
- Create a repository for existing data and research and make each relevant to specific target audiences
- Annually review storm water pollution prevention plans (SWPPP) and identify best practices for use as a member resource
- Review quality (accuracy and application) and quantity of data
- Identify demolition recycling downstream resources
- In coordination with staff, develop member products and services on an ongoing basis to assist member companies
- In coordination with the Marketing and Communications Committee, contribute to the annual member survey to determine member needs and best practices
- Access analytics of repository
- Contribute articles and develop guidance documents, whitepapers, and curate best practices on construction, demolition, and recycling topics



- Identify members who will collaborate with staff to provide subject matter expertise on creation of guidance documents and white papers

Staff Responsibilities: NDA staff shall manage all project timelines, deliverables, and associated budget items. Staff will provide regular updates to the committee to ensure project deliverables are on time and budget goals are met.

Specific Responsibilities:

- Manage overall implementation of initiatives and programs, including but not limited to budget, project timelines, scheduling, and marketing efforts
- Work with the Chair to develop a plan of work that will allow the committee to effectively and efficiently curate best practices guidelines , guidance documents, and whitepapers and maintain the repository of industry data
- Work with the Chair to develop agendas and conduct effective meetings of the committee
- Provides administrative support, including but not limited to, planning and onsite execution of all committee meetings, sending out regular communications
- Work with the committee Chair, other committee members, and Association staff to ensure that the work of the committee is carried forth between committee meetings.
- Facilitate communication of committee activities, including requests for action and/or proposed policies, to the Executive Director and Board of Directors
- Where appropriate, assist the committee in proposing best practice materials, guidance documents and whitepapers that will further the goals and objectives of the Association
- Create and send marketing communications via email, web and print
- Ensure that the NDA repository of materials is maintained and updated on a timely basis

Qualifications:

- Company is an active member of the National Demolition Association
- Interest in program development
- Knowledge of public policy 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 the Annual Convention and Expo