



National Demolition Association Leadership Development Committee Job Description

Adopted June 1, 2019

Description: The Committee is tasked with recruitment, candidate interviews and slate recommendations for positions of the Board of Directors and open officer Positions. The Committee shall be tasked with the development and distribution of Board Roles and Responsibilities for the position of Director and officers and will submit to the Board for approval each election cycle. These requirements shall be the basis for evaluating and vetting candidates.

Time Required:

- Serve one-year term as a committee member
- Attend all committee conference calls
- Attend the Annual Convention and Expo
- Attend the fall and winter Board committee meetings

Key Dates:

- Review Board application and make edits, 7/15/2019
- Notify Membership - Nominations (LOI) Open, 7/31/2019
- Director-at-Large Nominations Close, 10/10/2019
- Candidate Review, Fall Board Meeting 10/25/2019
- Committee Conference Call - Review Interview Process, 11/06/2019
- Committee Selects Director-at-Large Slate, 12/04/2019
- Winter Board Meeting - Board Approves Slate, 01/04/2019
- Board Approves Slate, Convention Board Meeting, 02/22/2020
- Membership Approves Slate, Annual Meeting of the Membership, 02/25/2020

Volunteer Responsibilities: A committee member shall attend all conference calls, committee meetings, serve an active role in all discussions concerning nominees, vote on all matters requiring majority approval, and represent the committee at all committee conference calls, the Annual Convention and Expo, Board meetings and the Annual Meeting of the Membership.

Specific Responsibilities:

- Develop criteria and guidelines to evaluate nominees as needed
- Work with NDA staff to prepare and organize nomination process
- Attends the committee meetings called by the chair
- Remain current on governance topics
- Scan the membership for future Board prospects
- Propose individuals for Nominating Committee consideration
- Work to develop a strategic approach to board eligibility, recruitment and membership, including consideration of the needed skills, backgrounds, knowledge, and diversity
- Adhere to the board rotation process including a formalized process for succession planning
- Establish linkages between board members and specific constituencies or strategic initiatives
- Provide direction to the Board in preparation for the Annual Meeting of the Membership
- 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 manage all logistics regarding the application and nomination process, and provide promotional and marketing expertise. Staff will provide updates to the committee to ensure deliverables are met on time.

Specific Responsibilities:

- Create and send event marketing communications via email, web and print
- Report on the status of applications
- Update application process and submission guidelines as needed
- Track all nominations and notifies nominees of key dates and application deadline
- Ensure application process is reviewed every three years
- Work directly with nominees on problems and inquiries

Qualifications:

- Company is an active member of the National Demolition Association
- Interest in program development
- Interest in promoting the industry and careers in demolition
- Knowledge of environment, health and safety issues in the demolition industry
- Familiarity with and willingness to carry out the current strategic plan

Appointment: At the annual meeting of the Board of Directors, the Board of Directors shall appoint the Leadership and Development Committee. Committee shall be comprised of (9) members including the current Vice President and the members shall include the Chair of the active, standing Committees of the organization. If the organization reduces the number of Committees in any given year, then the Board shall elect enough At-Large Directors who are not running for executive office or open Board seat to fill the vacancies on this Committee up to (9) members. The Vice President shall serve as the Chair of the Leadership and Development Committee.