

# NPCA Foundation Board Member

## Job Description

### General Description

The NPCA Foundation was created to provide scholarships to deserving graduate and undergraduate college and university students pursuing courses of study in engineering or architecture. Additionally, the Foundation seeks to educate high school students about careers in engineering and architecture in the precast concrete industry. The Foundation receives, administers, distributes and expends funds, gifts, donations, bequests, contributions and other receipts of money or property in pursuit of the Foundation's charitable and educational objectives and purposes. All Directors are subject to the Bylaws of the Foundation.

### Appointment and Term

Foundation Directors are elected by the NPCA Board of Directors, who serve as the members of the Foundation. Directors may serve a maximum of two consecutive three-year terms. Each term runs from Annual Convention to Annual Convention.

### Qualifications

- Must be committed to the primary goals of the Foundation: Workforce Development, Expanding Education, Growing Precast Markets, and Educating Specifiers
- Willingness to actively participate in fundraising efforts of the Foundation
- Employed by a NPCA member company in good standing
- Ability to communicate effectively in oral and written form
- Fair, reasonable, even-tempered and a team player
- Committed to serving the common interests of the membership

### Specific Duties and Responsibilities

1. Prepare for and attend all meetings and conference calls of the Foundation. Inform the Foundation president and executive director in advance if attendance at a specific meeting is impossible.
2. Participate actively in the work of the Foundation
3. Complete all assignments within the agreed-upon time frame
4. Respond promptly to requests from the Foundation president and/or executive director
5. Serve as requested on task forces
6. Exercise due diligence and good judgment in Foundation deliberations and decision making
7. Attend the NPCA Annual Convention and The Precast Show and one mid-year Foundation Board meeting

### Time Commitment Required

- Plan to attend a two-hour board meeting at the NPCA Annual Convention and The Precast Show
- Periodic conference calls to complete task force work or discuss Foundation business as needed throughout the year
- A full day NPCA Foundation Board meeting during the year

### Financial Commitment Required

- All costs of transportation to and from NPCA and Foundation meetings and events
- All registration fees and rooming expenses for the Annual Convention and The Precast Show
- All meals and other incidentals at NPCA and Foundation meetings and events, except those meals sponsored by NPCA or the Foundation.

