Committee Leadership Training
Introduction

• Welcome

• Purpose of Committee Leadership Training
  – Develop future leaders
  – Ensure consistency among committees
  – Provide tools for success
Course Overview

- NPCA History
- Leadership Structure
- Strategic Plan
- Meeting Logistics
- Fiscal Responsibilities
- Advancing Through NCPA Leadership
- Conclusion
NPCA History
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965</td>
<td>NPCA is created</td>
</tr>
<tr>
<td>1966</td>
<td>Membership reaches 75</td>
</tr>
<tr>
<td>1978</td>
<td>Product Sections formed</td>
</tr>
<tr>
<td>1988</td>
<td>Plant Certification launches with 17 plants</td>
</tr>
<tr>
<td>1991</td>
<td>NPCA hires its own staff</td>
</tr>
<tr>
<td>1994</td>
<td>Budget hits $1 million for the first time</td>
</tr>
<tr>
<td>1995</td>
<td>First staff engineer is hired</td>
</tr>
</tbody>
</table>
NPCA History

- 2000: Technical & Management education component added to MCX tradeshow
- 2004: Divisions and Product Committees launched
- 2006: Membership surpasses 1000 companies & 22 DOTs require plant certification
- 2009: Precast University launches
- 2015: NPCA celebrates 50th anniversary
- 2017: Precast University graduates its 100th Master Precaster
NPCA History

• 2019  Board of Directors votes to restructure NPCA committee structure beginning at Annual Convention 2019

• 2020  And beyond…Is up to you!
Leadership Structure

Committee Chair

Committee Leadership Team

Board Liaison

Staff Liaison
Board Liaison

- Keep strategic vision on target
- Non-voting
- Serve as mediator as needed
Committee Chair

- Run the meetings
- Ensure all opinions are voiced/heard
- Support the vision
Staff Liaison

- Administrative
- Clarify governance issues
- Provide guidance on resources
NPCA Strategic Plan
Strategic Plan & Committees

- Strategic Plan identifies NPCA’s
  - Mission and vision
  - Core values
  - Business strategy
  - Strategic Goals
Strategic Plan & Committees

• Review Strategic Plan for relevant committee tie ins
• All committee projects should tie back to the Strategic Plan
• Proposed projects that do not tie to the Strategic Plan should be discussed further
Fiscal Responsibilities
NPCA Budget Process

- Staff compiles proposed budget in June
- Finance Committee approves draft in August
- Board of Directors approves final at Convention
- If there are surplus funds Board votes on those in December
- Fiscal Year runs Jan 1 – Dec 31
Committee Project Funding

- Three funding mechanisms:
  - Surplus funds request
  - Inclusion in budget
  - Optional ballot
- Approved by Board of Directors
- Proper documentation
- If approved staff manages funding
Meeting Logistics
Meeting Logistics

• Day/time
• Room/conference call
• Agenda
• Other meeting materials
• Quorum
Meeting Logistics

- During the meeting
  - Ensure everyone is heard
  - Draw out differing opinions
  - Tie proposed projects back to Strategic Plan
  - Discuss deliverables and point person
  - Recap action items
Robert’s Rules of Order

• NPCA follows a modified version which includes:
  – Call to order/adjournment of meeting
  – Proper minutes that are approved by the committee/task force to be official
  – Votes require a motion and a second, followed by discussion, and then a vote
  – Votes are by a majority and require a quorum
# Robert’s Rules of Order

<table>
<thead>
<tr>
<th>To do this</th>
<th>You say this</th>
<th>May you interrupt the speaker?</th>
<th>Must you be seconded?</th>
<th>Is the motion debatable?</th>
<th>Is the motion amendable?</th>
<th>What vote is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn the meeting</td>
<td>Declare the meeting adjourned</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Suspend further consideration of something</td>
<td>I move we table it</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>I move we postpone this until….</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>I move that this motion be amended by…</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>I move that….</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Take up a matter previously tabled</td>
<td>I move we take from the table…</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Seek unanimous consent</td>
<td>Is there any objection to…</td>
<td>No</td>
<td>No</td>
<td>Yes if there is objection</td>
<td>No</td>
<td>None if no one objects</td>
</tr>
</tbody>
</table>
Advancing Through NPCA Leadership
Potential Advancement in NPCA Leadership

Committee Member
Committee Chair
Board of Directors