

COMMITTEE

NPCA Committee Member Job Description

General Description

NPCA committees promote and expand the association and the precast concrete industry and work to fulfill the association's strategic plan. Committees have specific roles within NPCA and operate under the discretion of the NPCA Board of Directors. All committees are subject to the Bylaws of NPCA and the guidelines of the Indiana Nonprofit Corporation Act of 1991. Committee members are responsible for actively participating in the work of their committees.

Appointment & Term

Committee members are appointed annually by the incoming Chair of the Board (Chair Elect) and may serve for a maximum of three consecutive one-year terms. Each term runs from Annual Convention to Annual Convention.

Specific Duties and Responsibilities

1. Prepare for and attend all meetings and conference calls of the committee. Inform the Committee Chair and Staff Liaison in advance if attendance at a specific meeting is impossible.
2. Participate actively in the work of the committee.
3. Complete all committee assignments within the agreed-upon time frame.
4. Respond promptly to requests from the Committee Chair and/or Staff Liaison.
5. Serve as requested on task forces and sub-committees.
6. Exercise due diligence and good judgment in committee deliberations and decision making.
7. Attend the scheduled meetings at The Precast Show, Committee Week and the Annual Convention.
8. Participate on conference calls as scheduled.
9. Other specific duties and responsibilities may vary by specific committee; see NPCA Board Policies.

Qualifications

- Must be employed by a member company in good standing.
- May not be a member of the NPCA Board of Directors.
- Encouraged to complete NPCA's Association Leadership School.
- 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.

Attendance Requirements

- Attend the Precast Show, Committee Week and the Annual Convention.
- Attend all committee meetings and conference calls.
- Committee meeting schedules vary by committee; see NPCA Board Policies.
- No more than two absences during the committee term.

Financial Commitment Required

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

