

NLCA

**Newfoundland & Labrador
Construction Association**

A Guide To Getting Involved

This Guide is intended for use by employees/owners of NLCA member firms to help them learn about the association and how they can become more involved. All submissions are held in strict confidence.

Newfoundland & Labrador Construction Association

A Guide To Getting Involved

Thank you for your interest in becoming more involved with the NL Construction Association (NLCA). This document has been prepared to help you learn more about our group and offer advice on how to advance with the organization.

Who Is The NLCA?

The NLCA was founded in 1968 to serve as the “Voice of the Provincial Construction Industry”.

Over the last 50+ years we have advocated for, and supported members, as they strive towards business excellence and commercial success.

We provide a forum through which members can discuss and resolve matters of common interests. Our goal is to coordinate and develop policies and programs that will enhance the professionalism, productivity, and profitability of [members](#).

We currently represent almost 700 small, medium and large companies in a wide range of sectors related to construction, including general contractors, sub-trade specialty firms, suppliers, educators and professional services, amongst others.

Our Association is governed by a 21 person Board of Directors and supported by a 5 person staff. The Board is elected amongst member firms each year at the Annual General Meeting (AGM).

Within the Board, a 5 member Executive Board, comprised of a Chairperson, 1st, 2nd and 3rd Vice-Chairs, and a Secretary-Treasurer & Past-Chair is appointed through a succession process with the exception of the 3rd Vice-Chair position, which is an elected position.

The NLCA is also an active member of the Canadian Construction Association (CCA) through which we advocate for the industry on a national level. We are excited to have several Newfoundland & Labrador representatives sitting on the CCA Board and Executive committee.

Skill Sets We Need

The NLCA is a constantly evolving organization that strives for continuous improvement. In order to grow we need the support of creative and innovative leaders like you!

We are actively recruiting member representatives that have earned a reputation for excellence in their chosen profession. While there are many skill sets and characteristics we look for in committee, board and executive members, there are several that are key.

We are also actively recruiting board members that have a keen insight into fields such as:

Sector-Specific Knowledge	Company Leadership
Board Governance	Government Relations
Advocacy	Fundraising
Construction Innovation	Member Relations
Insurance	Risk and Control Management
Project Management	Youth Issues
Strategic Planning	Accounting/Auditing
Financial Management	Business Development
Media Relations	Legal and Regulatory Issues
HR and Performance Management	Operational and organizational management
Education and Training	Stakeholder Relations
Sales and Marketing	Gold Seal Accreditation
Event Planning	Female Construction Issues
Social Media Management	

To ensure that we represent all members of the construction industry we actively strive to bring a balance to our association with regard to cultural, age, gender and geographic diversity.

If you are interested in making the Newfoundland/Labrador and Canadian Construction industries stronger while advancing your own career and the visibility of your company, we'd encourage you to come forward!

Getting Started With The NLCA

Who Can Get Involved?

Any manager or employee of a member firm is encouraged to become active within the NLCA as long as they are a resident of the province and remain so during the period of their term. We recommend that you speak with your supervisor to tell them more about the NLCA and why you want to increase your visibility. We're confident that they will see the value and support your ambition.

How Much Time Do I Need?

We recognize that our members are busy people! That is why we strive to effectively use the time of anyone that gets involved. We manage the number of meetings held and make them efficient and professional while thoroughly addressing the issues at hand.

Although we do everything possible to be efficient, it is important to acknowledge that there will be a time commitment on your part that will vary depending upon the position you take (and the time of year).

Recognizing the importance of the Christmas season and summer holidays, we tend to avoid scheduling meetings in late December and July-August, whenever possible.

Participation in meetings via conference call/webinar is always an option for those living outside the greater St. John's area.

To help determine whether your schedule is compatible with our expectations, we've created the following table. Please note that the times allocated are approximations only.

Responsibility	Approximate Time Commitment per year	Busiest Times
Various Sections Members	Quarterly Meetings	Equally throughout the year, except December and June-August
Board Members	10 regular board meetings (~4 hours each). 4 meetings (~1-2 hours each) of committees that you Chair.	Equally throughout the year, except July and August
Executive Members	Same as Board plus 10 regular executive meetings (~4 hours each) and approximately 2 more hours per week spent on association business.	Equally throughout the year, except July and August
Chairperson	Approx. 1 week per month per year (Depending of issues arising)	Equally throughout the year
Conference Committee	2 Meetings per month for May and June and one meeting per month Sept – March.	Conference Week / May and June (A meeting may need to be called during August)
Charity Auction Committee	One meeting per month Oct – March Operational Committee	Meetings are at the call of the chair / May increase depending of activity – Conference Week
Nominating Committee	One meeting per month Oct - Feb	Nov / Dec / Jan are the busiest months
Golf Committee	Operational Committee	2 Months prior to the Golf Date / Regular meetings/ Required to attend the Golf Tournament
Membership Committee	One Meeting per month with the exception of July and August Operational Committee	Equally throughout the Year
Finance Committee	Quarterly – Operational Committee	Equally throughout the Year
Education and Training Committee	Monthly with the exception of July and August Operational Committee	Equally throughout the Year with the exception of Nov / Dec / Jan / Feb which tend to be busier
All other Committees	Operational Committees	Equally throughout the Year
Section Committees	4 Meetings per year – with one meeting taking place during NLCA scheduled Central Board Meeting.	Equally throughout the Year
CCA Representatives	3 Meetings per year outside the Province	Equally throughout the Year

Why Should I Participate?

There are many personal and professional advantages to becoming actively involved with the NLCA, including:

Industry Improvement: NLCA Board and committee members regularly impact the decisions of politicians and policy makers for the betterment of our members. We help shape the future of the construction industry and ensure its ongoing success in a way that would be difficult to find elsewhere.

Personal Enrichment: Those that get involved learn about what is happening in the industry first-hand and become its recognized leaders. The experience gained has helped enrich many careers and propelled members to tremendous career success. Beyond the work benefits, there are also considerable opportunities for travel, training and relationship-building.

Company Profile: The companies of engaged members benefit greatly from their involvement. They are seen as positive corporate citizens, gain insight into the industry and can impact the future course of the sector. All this can positively impact the company bottom line!

Networking: Active members get an opportunity to rub shoulders with the movers and shakers in the provincial and national construction industry. They build contacts and relationships that are extremely valuable at a personal and professional level.

Joining A Committee and The Board

If you want to get involved we recommend that you start simple. You should speak to an existing board or committee member to hear about their experience and get some advice. You can also meet with our President/Chief Operating Officer (Rhonda Neary) any time. She is a wealth of information and can definitely point you in the right direction.

We also encourage you to review our By-Laws and website (<http://www.nlca.ca>). They will help you understand more about the Association.

When you're ready to proceed, you should review this Guide and send the attached "Expression of Interest" to our office. We will then work with you to find a role that meets your interests and skill set. This will typically start by sitting on a section or specialty committee. This is your opportunity to shine!

Members that bring their talents to the table, offer innovative approaches, maintain a positive attitude and live up to their obligations always catch our attention. This may lead to someone recommending that you put your name forward to join the Board at an upcoming AGM.

If you want to become a Board of Directors candidate you would notify our office or a member of the Nominating Committee (led by the Past-Chairperson). S/he will discuss the expectations and add you to the state of candidates that will be tabled at the next Annual General Meeting (typically held in March).

You will need to choose which of the following positions you wish to run for. They include:

- Third Vice Chair* (see advancing to the Executive section)
- Director at Large (2 Positions)
- Legal Governance Director
- Innovation and Technology Director
- Central Director
- Western Director
- Labrador Director
- Manufacturers, Suppliers & Services Section Chair
- General Contractors Section Chair
- Electrical/Mechanical Section Chair
- Trade Contractors Section Chair
- Heavy Civil Contractors Section Chair
- Standard Practices Committee Chair
- Safety Committee Chair
- Membership Committee Chair
- Education and Training Committee Chair

It is acceptable to solicit support before and during the AGM but we ask that you do so respectfully and with an understanding that voting members are quite busy. It will certainly help to network and let people know about you.

Within the first month of being elected to the Board you will be asked to meet one-on-one with the Chair and President to define your goals and develop a strategy for your year. This is a collaborative approach that can help board members remain engaged and effective.

Expressing an interest in volunteering may not result in an immediate placement on a committee.

Advancing To The Executive

In order to advance to the Executive you must first be a member of the Board of Directors. The Executive is comprised of a Chairperson, Secretary-Treasurer & Past-Chair, 1st Vice-Chair, 2nd Vice-Chair and 3rd Vice-Chair. This group represents the Board on higher level issues and is empowered to make decisions that do not warrant full board attention. Their work is supported by the staff, especially the President/Chief Operating Officer.

*To run for the 3rd Vice-Chairperson position at the AGM you must have been a member of the Board of Directors for at least one year prior to the election, and must also have been a resident of Newfoundland and Labrador for at least one year prior to the election. This position is voted on by the general membership.

The Chair, 1st Vice-Chair, 2nd Vice-Chair and 3rd Vice-Chair will automatically, through succession, move to the positions of Immediate Past Chair/Secretary Treasurer, Chair, 1st Vice-Chair and 2nd Vice-Chair respectively and shall hold Office for one year. This process ensures continuity and a smooth transfer of knowledge.



**Newfoundland & Labrador
Construction Association**

**AN EXPRESSION
OF INTEREST TO GET INVOLVED**

The following form can be used by employees and owners of member firms to express interest in joining the Board of Directors or sitting on a specialty section or committee. All submissions are held in strict confidence.

AN EXPRESSION OF INTEREST

By completing this form I am expressing my interest in learning more about how I can become involved with the NL Construction Association.

Name: _____

Date: _____

Member Firm: _____

Mailing Address: _____

Telephone (w): _____ Telephone (c): _____

I am a resident of Newfoundland & Labrador and *expect* to remain during my term: Yes No

Please select any specific skill sets in which you have at least 5 years of experience and a strong level of expertise:

<input type="checkbox"/> General Contracting	<input type="checkbox"/> Electrical Contracting	<input type="checkbox"/> Mechanical Contracting	<input type="checkbox"/> Heavy Civil Contracting
<input type="checkbox"/> Standard Practices	<input type="checkbox"/> Legal and Regulatory Issues	<input type="checkbox"/> Board Governance	<input type="checkbox"/> Insurance
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Government Relations	<input type="checkbox"/> Construction Innovation	<input type="checkbox"/> Project Management
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Financial Management	<input type="checkbox"/> Media Relations	<input type="checkbox"/> HR/Performance Management
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Apprenticeship System	<input type="checkbox"/> Sales and Marketing	<input type="checkbox"/> Company Leadership
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Member Relations	<input type="checkbox"/> Youth Issues	<input type="checkbox"/> Risk and Control Management
<input type="checkbox"/> Accounting and Auditing	<input type="checkbox"/> Business Development	<input type="checkbox"/> Operational/Organizat'I Mgmt	<input type="checkbox"/> Stakeholder Relations
<input type="checkbox"/> Gold Seal Accreditation	<input type="checkbox"/> National Affairs	<input type="checkbox"/> International Affairs	<input type="checkbox"/> Female Construction Issues
<input type="checkbox"/> Social Media Management	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Social Media Management	<input type="checkbox"/> Diversity and Inclusion Training / Knowledge

I am interested in learning more about becoming involved in the following NLCA Committees and Sections
(a brief description of each is attached). **Check as many as apply.**

<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Membership Committee	<input type="checkbox"/> Conference Committee	<input type="checkbox"/> Charity Auction Committee
<input type="checkbox"/> Legal Governance Committee	<input type="checkbox"/> Safety Committee	<input type="checkbox"/> Standard Practices Committee	<input type="checkbox"/> Education & Training Committee
<input type="checkbox"/> Innovation & Tech Committee	<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Nominating Committee	<input type="checkbox"/> Special Events Committee (ie golf)
<input type="checkbox"/> Student Membership Committee	<input type="checkbox"/> Western/Labrador Rep	<input type="checkbox"/> Central Rep	<input type="checkbox"/> General Contractors Section
<input type="checkbox"/> Electrical/Mechanical Section	<input type="checkbox"/> Heavy Civil Contractors Section	<input type="checkbox"/> Trades Contractors Section	<input type="checkbox"/> Manufacturers & Suppliers Section

Acknowledgements:

I hereby express my interest in opportunities noted above. By my signature I acknowledge and accept that any commitment would require dedication of time and effort on my part. Furthermore, I confirm that I do not have any legal issue that would prevent me from appropriately representing the Association.

Member Signature

NLCA Representative Signature

Date Submitted

Date Received

Please submit your completed application in confidence to a board or staff member or deliver to the NLCA Office at:
397 Stavanger Drive, Suite 202, St. John's, NL Canada A1A-0A1 or Email info@nlca.ca

Thank you for your interest. A representative will be in touch as soon as possible to discuss next steps.

AN OVERVIEW OF NLCA COMMITTEES & SECTIONS

Board of Directors

The NLCA operates a Governance Board that consists of 21 Directors from a variety of backgrounds who direct overall priorities and strategy of the association. Board members are expected to serve on committees and/or as Section Chairs in their area of expertise. Our Strategic Plan is updated every three years and provide broad objectives from which the board works. The board meets monthly (except during the summer), debate current issues and reports on activity within their committees/sections. Board members represent the interests of member firms.

Executive Committee

The Executive Committee is comprised of the NLCA Chairperson, 1st Vice-Chair, 2nd Vice-Chair, 3rd Vice-Chair and Immediate Secretary-Treasurer & Past Chair. They represent the Associations on a variety of higher level matters and work closely with the President/COO to ensure that board objectives are being met. While the 3rd Vice-Chair is an elected position, the others are filled through a succession plan leading from 3rd to 2nd to 1st to Chair and ultimately Immediate Past Chair.

Membership Committee

The Membership Committee Chair is a member of the Board. They manage a committee that works with staff to ensure that we understand member needs and are providing strong value that is clearly understood. The Chair reports to the Board on committee activity and membership numbers.

Conference Committee

The Conference Committee Chair is a member of the Board. This group is responsible for working with staff to plan and execute the NLCA's Annual Conference. The Conference is a showcase for the Association and provides an important opportunity for education, networking and the recognition of excellence.

Charity Auction Committee

As part of its annual Conference, the NLCA raises funds for its Charity of Choice (currently the Mazol Shriners Transportation Fund). To date, the Charity Auction has raised more than \$550,000. This committee works with staff and the Conference team to coordinate the silent and live auction.

Legal Governance Committee

The Legal Governance Committee was formed in 2019. The Chairperson is member of the Board. This group will provide advice to the association on matters related to effective Board governance and legal affairs.

Finance Committee

The Chairperson is member of the Board. It is Chaired by the Secretary-Treasurer & Past Chair. This group works with staff and financial advisors to ensure that the NLCA is operating in a fiscally responsible and prudent way.

Safety Committee

The Chairperson is member of the Board. This committee ensures that our association works to encourage safe work practices and that our member firms build cultures of safety excellence on their worksites. The committee typically provides an NLCA representative on the NL Construction Safety Association Board of Directors.

Standard Practices Committee

The Chairperson is member of the Board. This committee works to ensure that the construction industry is being as efficient and productive as possible by adhering to standardized practices – forms, processes and documents. They offer guidance and feedback to industry associations and government.

Education & Training Committee

The Chairperson is member of the Board. This committee works with staff to identify, plan and deliver member training through our Centre of Excellence. The Chair will report regularly to the Board on Centre activity, student participation and program ideas.

Innovation & Technology Committee

The Innovation and Technology Committee was formed in 2019. The Chairperson is a member of the Board. This committee was designed to ensure that the NLCA is always attentive to the evolving technological changes within the construction industry so that we remain forward-thinking. This group will monitor (and report on) innovative products, strategies and processes.

Special Events Committees

The Chairperson of this committee may or may not be a member of the Board. This group is responsible for assisting staff in planning, coordinating and executing a wide range of special events offered to members. They include golf tournaments, magazine launches, mixers, Christmas events, and our annual Lobster Boil, amongst others. This committee is asked to be creative and ensure that events offer member value and are, most importantly, fun!

Electrical/Mechanical Section

The Chairperson of this section is a member of the Board. This group monitors and represents the Board on matters related to the Mechanical and Electrical trades. They represent the NLCA in meetings with industry, government and other interest groups.

Trade Contractors Section

The Chairperson of this section is a member of the Board. This group monitors and represents the Board on matters related to the work of Trade Contractors. They represent the NLCA in meetings with industry, government and other interest groups.

General Contractors Section

The Chairperson of this section is a member of the Board. This group monitors and represents the board on matters related to the work of General Contractors. They represent the NLCA in meetings with industry, government and other interest groups.

Heavy Civil Contractors Section

The Chairperson of this section may or may not be a member of the Board. This group monitors and represents the Board on matters related to the Heavy Civil industry. They represent the NLCA in meetings with industry, government and other interest groups. A representative of the Heavy Civil Association of NL will often sit on NLCA Board.

Manufacturers & Suppliers Section

The Chairperson of this section is a member of the Board. This group monitors and represents the Board on matters related to the work of the manufacturers and suppliers who work in the construction industry. They may include representatives from a wide ranges of business areas, including education, insurance, banking, legal, product retailers/wholesalers/producers, and architects, amongst many others. They represent the NLCA in meetings with industry, government and other interest groups.

Labrador Region Representative

This individual is a member of the Board from Labrador who consults with, and advocates for, NLCA members in the region. They are responsible for understanding the unique business and cultural needs of the area and reporting them to the board so that member services can be adapted accordingly. They also report on association activity to their local companies so that they feel engaged and valued.

Western Region Representative

This individual is a member of the Board from the Western region of NL who consults with, and advocates for, NLCA members in the region. They are responsible for understanding the unique business and cultural needs of the area and reporting them to the board so that member services can be adapted accordingly. They also report on association activity to their local companies so that they feel engaged and valued.

Central Region Representative

This individual is a member of the Board from the Central region of NL who consults with, and advocates for, NLCA members in the region. They are responsible for understanding the unique business and cultural needs of the area and reporting them to the board so that member services can be adapted accordingly. They also report on association activity to their local companies so that they feel engaged and valued.

Operational Committee

Reports to and works in conjunction with the President/Chief Operating Officer.

