

COMMITTEE

NPCA Committee Member Job Description

General Description

NPCA committees promote and expand the association and the precast concrete industry, working to fulfill the association's strategic plan. Committees have specific roles within NPCA and operate under the NPCA Board's discretion. All committees are subject to the NPCA bylaws 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. New committee member terms will begin at the NPCA 58th Annual Convention, Oct. 12-14, 2023, in Oklahoma City. Each term runs from Annual Convention to Annual Convention. ***Please note this is a change from previous years. The existing committee and the new committees both will meet at the 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. Actively participate in committee work.
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 subcommittees.
6. Exercise due diligence and good judgment in committee deliberations and decision-making.
7. Participate on conference calls and virtual meetings as scheduled.
8. 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 membership's common interest.

Attendance Requirements

- Attend the Precast Show, Committee Week and the Annual Convention each year in person.
- Attend all committee meetings and conference calls/virtual meetings.
- 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 provided by NPCA.