



National Demolition Association Board Member Job Description

Adopted October 6, 2018

Position Title: NDA Board of Directors

As a board member of NDA, I [ENTER NAME], understand that my duties and responsibilities include the following:

Time Required:

- Attend NDA Board of Directors meetings
- Attend NDA Board Orientation Meeting
- Attend all NDA events
- Attend the NDA Annual Convention and Expo
- Serve up to two (2) consecutive three year terms
- Participate in member and Board surveys and focus groups
- Attend committee meetings
- Attend NDA National events as required

General Description: As a board member I represent the demolition industry. As such I will foster goodwill and exchange ideas with the public, governmental agencies, and those engaged in the demolition process for the betterment of the industry. I will promote the welfare of its Members and cooperation between them for the betterment of the association. I will act with care for the organization to ensure NDA has adequate resources to advance its mission. As a member of NDA of I shall attend all meetings, serve an active role in all discussions concerning the organization, and represent the board at all committee events and all NDA events.

Specific Responsibilities:

- Attend all NDA events including networking and sponsored events and receptions
- If not an officer in my company, I will obtain a written letter from an owner/officer acknowledging the company supports the time and monetary commitment to fully execute my term of office
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials with respective NDA staff member prior to all committee meetings
- Keep Board of Directors actively working on the strategic goals of the organization
- Report quarterly to the NDA of Board of Directors as to the progress of the committee I have been assigned has made on the strategic goals
- Give a report to the organization membership at the NDA Annual Convention and Expo as to the progress of the committees strategic goals
- Inform others about the organization
- I am responsible for the health and well-being of this organization. As a member of the board, I will help realize the mission, which is: To provide the members of the National Demolition Association with the tools necessary to be leaders in environmental stewardship, safety, education, professional competency and government advocacy
- I am fiscally responsible, with the other board members, for this organization. It is my duty to know what our budget is, to be active in planning that budget, and planning the fundraising to meet that budget in addition to making introductions where appropriate
- I am legally responsible, along with other board members, for this organization



- I am responsible to know and approve all policies and programs, and to oversee the implementation of policies and programs
- I will attend all board meetings unless circumstances beyond my control prevent my attendance, and I will be available for home consultation
- I will read materials sent to me in advance of the board meetings
- I understand it is expected that Directors shall attend all scheduled meetings of the Board. If a Director is not able to attend a meeting, s/he must submit a written letter explaining his/her absence to the President for submission to the Board for review during the meeting in question
- I understand that if I am absent without excuse from regularly scheduled board meetings more than two (2) times in a year that I may be asked to resign from the board
- I know that if I neglect my duties or if I act in bad faith, it may be possible for me to be held personally liable in suits brought by a private person, a business, a governmental entity, or even the organization itself. However, I understand that I am not responsible for the day-to-day operations of the organization as these are the responsibility of the chief executive
- Support and advise the Executive Committee in the selection and supervision of the chief executive.
- Support the organizations membership efforts by recruiting new members
- I will observe the organization's conflict-of-interest policy in letter and spirit, taking care to disclose publicly any conflicts that arise in the course of my business or the organization's, and to recuse myself from decisions that create or appear to create a conflict of interest for me.
- I promise to preserve the investment of time and money made over years by all the volunteers who created this organization and brought it to this point. Every board member is making a statement of faith to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval, and support of all

Staff Responsibilities:

- I will be sent, without request, regular financial reports that allow me to review NDA financial position
- I can call on the paid staff to discuss program and policy, goals, and objectives
- Board members and staff will respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization
- D&O insurance will be provided

Qualifications:

- Has been nominated to serve and duly elected by a quorum of the Executive Committee
- Appointed a member of the [ENTER COMMITTEE] Committee by the NDA Board Chairman
- I am an active member of NDA
- Has participated in other leadership position within NDA

Signature of Board Member, Date [ENTER DATE]

For board term beginning [ENTER DATE] and ending [ENTER DATE]