

Convention Committee Description

Adopted: October 6, 2018

Description:

The Committee supports the NDA's strategic goal to educate members on the latest advances in equipment and services and provide educational programming necessary to be leaders in the industry. It is a group of professionals whose mission is to provide the vision of the Annual Convention & Expo and develop the Live DEMOLition Event®. The Committee is project-based; the purpose of the group's meetings and conference calls is to support the Live DEMOLition Event® site selection, safety plan, onsite training, sponsor outreach, develop vendor and sponsor support, and provide insight on market conditions. The Committee directly impacts the future of the NDA and forms close professional relationships to bring new means, methods, and innovations to the most important event for the NDA each year.

Time Required:

- Serve one year term as a committee member
- Attend all monthly committee conference calls
- Attend all committee events
- Attend the Annual Convention & Expo
- Attend at least one additional Board committee meeting

Key Dates:

- Exhibitor Outreach Begins – Summer
- Annual Convention & Expo/Live Demolition Even® Site Visit – Summer
- Exhibitor Online Space Selection Launch - September
- Sponsor Outreach Begin - September
- Annual Convention Registration Launch - October
- Annual Convention & Expo, March 5-8, 2025
- Live DEMOLition Event®, March 6, 2025

Volunteer Responsibilities:

Under the direction of the Chair and Live DEMOLition Event® Foreman a committee member shall attend all monthly committee conference calls, serve an active role in all discussions concerning the association, vote on all matters requiring majority approval, and represent the committee at all committee conference calls, Annual Convention & Expo, and Board meetings.

Specific Responsibilities:

- Coordinate Live DEMOLition Event®
- Collaborate with the Safety Committee for an onsite safety plan and onsite safety training for attendees
- Actively solicit Live DEMOLition Event® sponsors and promote Annual Convention & Expo meeting attendance
- Select a keynote speaker from a short list developed by staff and Convention Program Subcommittee and Convention Committee

- Provide input regarding topics and speakers for education sessions presentations
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to each committee meeting
- Inform others about the organization
- Adhere to the association's conflict of interest and confidentiality policies
- Maintain knowledge of the organization and personal commitment to its goals and objectives

Staff Responsibilities:

NDA staff shall handle all operational execution and planning for the Annual Convention & Expo. This includes contract negotiations for all venues, promotional and marketing expertise, supplier negotiation and sourcing and contracting, overall logistical coordination and registration, and financial management. Staff will develop the schedule of events, monitor timelines, income, and expenses, and provide regular updates to the committee to ensure deliverables and budget goals are met.

Specific Responsibilities:

- Manage vendor negotiation, event registration, marketing, onsite staffing, and post-event reporting
- Coordinate the creation of event publications and syllabus materials
- Create and send event marketing communications via email, web, and print
- Send and track correspondence and contracts with speakers and sponsors/exhibitors
- Coordinate with speaker bureau contacts to develop a potential list of keynote speakers
- Prepare Banquet Event Order information with event venues
- Coordinate travel, lodging, and expenses for participants traveling to meetings
- Create and manage budgets and collect registration, sponsorship income, and exhibit fees
- Work directly with registrants on problems and inquiries

Qualifications:

- Company is an active member of the National Demolition Association
- Interest in program development
- Ability to attract new and existing sponsors and exhibitors
- Knowledge of environment, health, and safety issues in the demolition industry

Appointment:

The President shall submit his recommendation for Committee Chair and Committee Membership to the Board of Directors for review and approval prior to the Annual Meeting of the Board of Directors held at the Convention.

Approved by the Board of Directors: October 6, 2018