

# Safety Committee Committee Job Description

---

*Adopted October 6, 2018*

## **Description:**

The Committee supports the NDA strategic goal to educate members on the latest advances in equipment and services and provide educational programming necessary to be leaders in safety, education and professional competency. The mission of the Safety Committee is to provide leadership, guidance and support that will bring about continual improvement in worker safety by identifying leading practices for minimizing incidents and injuries of employees. It is a group of professionals whose task is to develop education and safety training through industry best practices and technology. The committee maintains a strong partnership with the Occupational Safety and Health Administration (OSHA), supports regulatory compliance and assists in respective safety related legislative efforts.

## Time Required:

- Serve one year term as a committee member
- Attend all monthly committee meetings
- Attend Annual Convention and Expo
- Attend at least one additional Board committee meeting

## Key Dates:

- Safety App Quarterly Update - Q3, 9/30/2023
- Safety App Quarterly Updates - Q4, 12/31/2023
- Annual Legislative Fly-In, TBD

## **Volunteer Responsibilities:**

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 events, the Annual Convention and Expo and Board meetings.

## Specific Responsibilities:

- Contribute to design and content of the Safety App, Demolition Safety Talks and evaluate and update existing material and other safety programs and material
- Deliver health and safety information and tools for members
- Assist in the sharing of best practice information for effective health and safety awareness programs
- Encourage feedback from all members with regard to health and safety related ideas, problems, and solutions
- Provide input and direction on safety related legislative and regulatory proposals
- Promote National Safety Awareness Month
- Provide guidance on the safety-related association positions within the national policy agenda in partnership with the Government Affairs Committee.

## **Staff Responsibilities:**

NDA staff shall handle program and project requirements and provide promotional and marketing expertise, vendor negotiation and sourcing and contracting, overall financial management. Staff will monitor timelines, income and expenses and provide regular updates to the committee to ensure deliverables and budget goals and met.

## Specific Responsibilities:

- Manage budget, vendor negotiation, project timelines, scheduling, marketing and implementation of initiatives
- Work with the Chair to develop a plan of work that will allow the committee to effectively and efficiently develop programs and services
- Work with the Chair to develop agendas and conduct effective meetings of the committee
- Provides administrative support, including but not limited to, planning and on-site execution of all committee meetings, sending out regular Safety Communications



- Work with the committee Chair, other committee members, and Association staff to ensure that the work of the committee is carried forth between committee meetings.
- Facilitate communication of committee activities, including requests for action and/or proposed policies, to the ED and BOD
- Where appropriate, assist the committee in proposing products and services that will further the goals and objectives of the Association. Coordinate creation of event publications and syllabus materials
- Create and send marketing communications via email, web and print

**Qualifications:**

- Company is an active member in good standing of the National Demolition Association
- Expertise in program development
- Ability to attract new and existing sponsors for safety related events and programs
- 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 meeting of the Annual Meeting of the Board of Directors held at Convention.