

Awards Committee Job Description

Adopted October 6, 2018

Description:

The Committee promotes the industry through a vibrant and dynamic awards and scholarship program. The Committee evaluates nominations and establishes criteria and eligibility for all awards and scholarships. In coordination with staff the Committee promotes NDA awards and scholarships, reviews criteria and procedures, recommends revisions and proposes new awards and scholarships as appropriate. Aggregate data collected is used for the betterment of the members and industry to promote careers in demolition.

Time Required:

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

Key Dates:

- Awards Promotion Begin, September 2023
- Submission Deadline, October 2023
- Submissions and Guidelines to Committee for Review, October 2023
- Selections Due, Early November 2023
- Committee Selects Winners, Late November 2023
- Winners Notified, Mid-December 2023

Volunteer Responsibilities:

A committee member shall attend all monthly committee meetings, 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, the Annual Convention and Expo and Board meetings.

Specific Responsibilities:

- Develop criteria and guidelines to evaluate nominees and judge awards submissions for the Lifetime Achievement Award and Excellence in Demolitions Award and other awards as needed
- Utilize measurements and data points in the awards application process that can be aggregated and used to promote NDA and the industry
- Work with NDA staff to prepare and organize judging
- Review suggestions for new awards and make recommendations to the Board
- Review awards applications on a regular basis to ensure relevance
- Promote awards offered by NDA actively seek and solicit nominations for awards offered by the NDA to ensure outstanding entries
- Actively solicit sponsors for the Annual Awards Banquet and promote Annual Convention and Expo meeting attendance
- Review college scholarships applications and determine criteria to deserving students who have demonstrated excellence through their academic accomplishments and community involvement
- Prepare and present at the Awards Breakout session at Annual Convention
- Inform others about the organization
- Adhere to 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 venue requirements and provide 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, schedule of events, income and expenses and provide regular updates to the committee to ensure deliverables and budget goals and met.

Specific Responsibilities:

- Manage vendor negotiation, event registration, marketing, onsite staffing and post-event reporting
- Prepare Banquet Event Order information with event venues
- Create and send event marketing communications via email, web and print
- Reports on the status of award applications
- Update award applications and guidebook as needed
- Tracks all award winners, orders all awards and assists with the distribution of awards during the Awards Ceremony at Annual Convention
- Writes the Annual Awards Banquet script and program
- Tracks awards statistics from year to year
- Ensure awards are reviewed every three years
- 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
- Interest in promoting the industry and careers in demolition
- 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 meeting of the Annual Meeting of the Board of Directors held at Convention.