

Convention & Expo 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 the industry. It is a group of professionals whose mission is to provide the vision of the Annual Convention and 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 and 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 Annual Convention and Expo
- Attend at least one additional Board committee meeting

Key Dates:

- Exhibitor Outreach Begin - June
- Annual Convention & Expo/Live Demolition Event™ Site Visit - August
- Exhibitor Online Space Selection Launch - September
- Sponsor Outreach Begin - September
- Annual Convention Registration Launch - October
- Annual Convention & Expo - February/March

Volunteer Responsibilities:

Under the direction of the Chair and Live Demolition Event™ Co-Chair 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, the Annual Convention and Expo and Board meetings.

Specific Responsibilities:

- Coordinate Live Demolition Event™ site selection and logistics
- Develop onsite safety plan and conduct onsite safety training
- Actively solicit Live Demolition Event™ sponsors and promote Annual Convention and Expo meeting attendance
- Select keynote speaker from a short list developed by staff, Convention Committee Chair and (if applicable) keynote sponsor
- Provide input regarding topics and speakers for education sessions and Fast and Furious 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 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
- Coordinate 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 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 meeting of the Annual Meeting of the Board of Directors held at Convention.