Become Involved in Decisions that Influence the Organization and the Industry

Volunteer to Serve on a PTDA Committee

Volunteers are critical to PTDA’s success, donating time and expertise to develop programs that benefit distributor and manufacturer members as a whole.

In exchange, as a PTDA volunteer, you'll enhance your own professional development:

- Build a personal network of peers and business partners and benefit from learning about the successes and failures of others. You can accomplish this through committee meeting attendance but also in the informal setting of the Volunteer Recognition Lunch during the Industry Summit.
- Expand your knowledge of methods and resources utilized in the industry that relate directly to your own job responsibilities as well as other jobs within your company. During the Spring Leaders Conference, committee volunteers are able to attend the General Education Session at no charge. The session offers an interactive educational opportunity for all levels of leaders.
- Shape the industry with a personal impact on the direction and development of PTDA’s programs, products and services.
- Pay it forward by giving back to an industry that has been personally rewarding.
- Build and apply your personal management skills.
- Build and apply your facilitation skills.
- Improve your presentation skills.

When you volunteer, benefits also accrue to your company:

- Improve the efficiency and effectiveness of your own company through the development and use of resources that:
  - standardize transactional formats.
  - quantify your value to customers.
  - improve your customer service operations.
  - offer low-cost product training resources for your employees.
  - prepare your employees for advancement in your company.
  - attract and develop the next generation of employees to your company.
  - create processes and procedures for disseminating this information to the people you work with and your customers.
- Explore and understand wider trends in the industrial distribution industry in an informal setting.
- Build a network of business relationships with senior executives in the power transmission/motion control industry, increasing the speed with which business is accomplished.
- Elevate the reputation and visibility of your company within the industry on many levels.

Join us!

Complete the request on the attached page and fax back to PTDA at +1.312.516.2101 or e-mail to ptda@ptda.org. You will be contacted regarding committee openings.
Power Transmission Distributors Association Volunteer Job Description

Position: Committee Member

Together with other committee members, each committee member is responsible for fulfilling the roles and responsibilities assigned by the committee’s leadership to ensure that the objectives of the committee are achieved. Additionally, the following specific responsibilities apply:

- Understand the goal assigned to the committee by the Board of Directors and how the goal contributes to PTDA’s overarching goal.
- Prepare for each committee meeting by completing assignments on a timely basis, reporting the results of your work and reading the materials distributed prior to the meeting. Actively participate in discussions in a constructive and cooperative manner. Approach assignments with an open mind and creativity. Work with other committee members to build consensus for approach to work assigned. Publicly support the decisions of the committee.
- Attend a new committee member orientation via webinar in first one-year term.
- Be available to staff, the committee chair, vice chair, task force leaders and other committee members between meetings.
- Serve on at least one committee task force.

Term of Position:
Committee members are appointed to a one-year term by the Association’s president. Terms are renewable without limit.

Qualifications:
- Employed by a PTDA distributor or manufacturer member company.
- Have expertise in the areas desired by the committee (see committee listing below for specific areas of expertise)
- Demonstrated ability to act in the best interest of all members and avoid promotion of self or company.

Meeting Requirements:
- Attend the committee meeting at least two times per year, in March/April and September/October. A third meeting may be held between these two, depending on the activities underway and at the discretion of the committee chair.
- Participate in task force calls. Task force calls are usually held by teleconference, scheduled as need to complete the work assigned and at the discretion of the task force chair.
Committee Strategic Goal Assignment and Volunteer Qualifications

Advocacy with End Customers Committee

**Strategic goal assigned:** PTDA members will be better able to influence their end customer so that buying through a PTDA distributor member is an end customer’s channel of choice.

**Qualifications:** Has expertise in the areas of marketing, public relations, communications, advertising or business development.

Industry Insights Committee

**Strategic goal assigned:** PTDA member companies will benefit from the industry knowledge, insight and best practices of member organizations as developed through the collaboration efforts of the Association.

**Qualifications:** Has expertise in the areas of marketing, data analytics, operations, information technology, financial management or sales management.

Professional Development Committee

**Strategic goal assigned:** PTDA member companies will benefit from a more knowledgeable and competent workforce through participation in PTDA’s professional development programs.

**Qualifications:** Has expertise in the areas of education or training, engineering, human resources, branch management or sales management.

Networking/Community Committee

**Strategic goal assigned:** PTDA member companies will benefit from access to relevant and targeted networks and communities.

**Qualifications:** Has expertise in the areas of business development, purchasing, marketing or sales management.

Unable to commit to a committee at this time? We still need you! Consider volunteering to serve on a task force. Task forces are formed by committees to work on a specific project. Meetings are conducted virtually (via teleconference or web meeting). You would still be asked to actively participate, prepare for meetings and complete assignments, but there is no requirement to attend an in-person meeting. To be considered for a task force, complete the Committee Participation Request form attached. Check the box at the bottom of the form for “I don’t want to join a committee at this time but would like to be considered for a task force.”
PTDA Committee Participation Request
Complete this form and fax back to PTDA at +1.312.516.2101 or e-mail to ptda@ptda.org.

*If you are unable to fulfill the obligations of committee membership but wish to be considered for a task force appointment, please complete the personal information and Questions 1 and 2 below and check the Task Force only box.*

Name: ____________________________________________________________

Title: ____________________________________________________________

Company: ________________________________________________________

Phone: ___________________________ E-Mail: ____________________________

1. What is your primary role within your company?

2. What do you like most about your job?

3. What would you like to get out of your experience on a PTDA committee?

4. Please indicate your first and second choices for committee participation:
   1. ________________________________
   2. ________________________________

   What value do you think you can bring to these committees?

☐ Task Force Only: I don’t want to join a committee at this time but would like to be considered for a task force.