The PTDA Foundation champions education and research initiatives relevant to the power transmission/motion control (PT/MC) industry that enhance the knowledge, professionalism and productivity of industry stakeholders.

The PTDA Foundation is focusing its resources on a new strategic and critical goal: to be a key partner in enabling PT/MC companies to recruit new employees and attain a sufficient, vibrant workforce.

We are accomplishing this goal with a major workforce initiative: the PT WORK Force. PT WORK Force is an initiative to specifically support the PT/MC industry with Workforce Outreach, Research and Knowledge. To learn more, visit ptda.org/Foundation.

The PTDA Foundation is governed by a Board of Trustees. The composition of the board includes the President, Vice President, Secretary/Treasurer (held ex officio by the PTDA Secretary/Treasurer) and the PTDA President (ex officio). In addition, there are six to 11 trustees appointed by the PTDA Board of Directors.

The Nominating Committee is currently seeking dedicated volunteers to serve as trustee. A job description for the board trustee position is attached. Attributes of a board trustee include:

- Demonstrates an industry perspective, rather than company interests.
- Demonstrates a commitment to the Foundation through involvement as a donor or volunteer.
- Demonstrates a willingness to financially support the activities of the Foundation.
- Demonstrates an open mind and a willingness to listen, share ideas and knowledge.
- Is reliable and follows through on assignments.
- Is willing and able to commit time for active participation, preparation and attendance.
- Demonstrates strategic, forward-focused thinking.
- Has experience as board member or leader in other settings.
- Values the work of the Foundation and is willing to be a spokesperson and advocate.

Trustees of the PTDA Foundation are not required to be employed by a PTDA member company.

If you are interested in nominating yourself or a colleague for the PTDA Foundation Board of Trustees, please complete and submit the nomination form and return to Anna Meyer by April 30, 2021.
PTDA Foundation Board of Trustees
Job Description

Trustee

Responsibilities

Trustees of the board of the PTDA Foundation are subject to the roles and responsibilities of industry leaders in the establishment of policy and direction for the Foundation. They approve the programs and services of the Foundation and ensure the resources to fulfill the Foundation’s stated mission. They maintain a fiduciary role for the finances of the Foundation and the insurance that it operates in a legal and ethical manner.

Additionally, the role includes the following specific responsibilities:

- Understand the underlying principles and provide input into the organization's mission and operational philosophy.
- Actively participate in the formulation of the Foundation’s goals, objectives and prioritization of activities through the annual strategic plan review and budgeting processes.
- Suggest items for the agenda of board meetings.
- Prepare for each board meeting by reading materials distributed prior to the meeting.
- Attend all board meetings and participate in the proceedings.
- Actively participate in all aspects of the annual fund drive, including making assigned calls to potential contributors.
- Develop and maintain a basic understanding of the programs and services of the Foundation.
- Be available to staff, officers and other directors between meetings of the board.

Trustees who represent educational institutions are not expected to participate in the annual fund drive.

Term of Office

Trustees are appointed to a two-year term of office and may be re-appointed.

Meeting Responsibilities

Trustees are expected to attend the three Board of Trustees' meetings held each year. These are typically scheduled in March and October with an additional meeting via conference call in July. (Total: 1.5 days)
Anyone may recommend an individual (self or other) to be considered for service on the Board of Trustees. Each candidate needs to submit the attached personal data form.

Recommendations must be received by April 30, 2021.

Candidate’s name ____________________________________________
Candidate’s employer name ____________________________________
Candidate’s phone number _____________________________________
Candidate’s e-mail address _____________________________________
Candidate is: _____Self       _____Other

*If you are recommending someone else, please complete the information below and ask the candidate to complete the attached “Candidate Personal Data Form.”*

Your name ____________________________________________
Your employer’s name ____________________________________
Your phone number _____________________________________
Your e-mail address _____________________________________

Return form to:
Anna Meyer
PTDA Foundation
230 West Monroe St, Suite 1410
Chicago, IL 60606
E-mail: ameyer@ptda.org
1. What volunteer positions have you held with PTDA (if any)?

2. Please list your accomplishments in other volunteer positions (industry associations, community organizations, church/synagogue/mosque, other).

3. What abilities and attributes can you bring to the board?

4. How would you help the PTDA Foundation with its fundraising efforts?

5. What suggestions do you have to help PT WORK Force develop and provide content, research and resources to help PT/MC employers find, keep and train the next generation workforce? (Attach your response if you need more space.)

Return form to:
Anna Meyer
PTDA Foundation
230 W. Monroe St., Suite 1410
Chicago, IL 60606
E-mail: ameyer@ptda.org