



## Support PT/MC Employers in their Talent Development Efforts



### ***Volunteer to Serve on a PTDA Foundation Committee***

Volunteers are critical to the PTDA Foundation's success, donating time and expertise to develop programs that benefit power transmission/motion control (PT/MC) organizations.

In exchange, as a PTDA Foundation committee 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.
- Expand your knowledge of methods and resources utilized in the recruitment, retention, onboarding, development and management of employees.
- Support the industry with a personal impact on the direction and development of the PTDA Foundation's PT WORK Force® 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 effectiveness of your own company's talent development programs through the development of resources.
- Explore and understand wider trends in the talent development field in an informal setting.
- Build a network of business relationships with others who are seeking to better understand the new world of work.
- 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 Foundation at +1.312.516.2101 or e-mail to [foundation@ptda.org](mailto:foundation@ptda.org).

## **PTDA Foundation 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 PTDA Foundation Board of Trustees and how the goal contributes to the Foundation's overarching goal.
- Prepare for each conference call 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 and other committee members between meetings.

### **Term of Position:**

Committee members are appointed to a one-year term by the PTDA Foundation president. Terms are renewable to a maximum of four (4) years.

### **Qualifications:**

- 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:**

- Participate on all conference calls of the committee.
- While it is anticipated that work will be accomplished via conference call, should a face-to-face meeting of the committee be convened, committee members would be expected to attend.

## **Committee Strategic Goal Assignment and Volunteer Qualifications**

### ***PT WORK Force® Education, Research & Knowledge Committee***

**Strategic goal assigned:** PT/MC employers will be better educated and more knowledgeable about hiring trends and practice because of the research and communications developed, curated or distributed by the PTDA Foundation.

**Qualifications:** Expertise in the areas of human resources, marketing, research methods, survey construction or business development.

### ***PT WORK Force® Outreach Committee***

**Strategic goal assigned:** PT/MC employers will be empowered and supported in building a pipeline of candidates for future openings.

**Qualifications:** Expertise in the areas of human resources, marketing, program planning, facilitation skills or business development.

### ***PT WORK Force® Recruitment and Retention Tools Committee***

**Strategic goal assigned:** PT/MC employers will be better empowered and supported in recruiting for current open positions and retaining new hires.

**Qualifications:** Expertise in the areas of human resources, marketing, program development or business development.

### ***Funding Committee***

**Strategic goal assigned:** The education, research, knowledge, resources and tools developed by the PTDA Foundation will be of such high value to (1) PT/MC companies that they will contribute funds to support the efforts, (2) other industrial distribution associations that they will license or subscribe to use of these resources for distribution to their members and (3) individuals in the PT/MC industry that they will contribute funds to support a specific initiative and leave a legacy for the support of future efforts.

**Qualifications:** Expertise in the areas of sales, marketing, fundraising or business development.

