

Power Transmission Distributors Association
Volunteer Job Description
Created August 2025

Position: Relationships/Community 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 objective of the committee is achieved. The strategic goal of the Relationships/Community Committee is: *By fostering open communication and shared insights, PTDA member companies will have strong, strategic cross-channel relationships to ensure a unified approach in delivering exceptional value to their mutual customers.*

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.
- Expertise in one or more of the following areas: *sales and business development, channel management/partner relations, marketing and brand management, strategic planning.*
- Demonstrated ability to act in the best interest of all members and avoid promotion of self or company.

Meeting Requirements:

- Attend the Relationships/Community Committee in-person meetings at least two times per year, in March (3 hours) and October (2 hours). Additional virtual meetings 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 virtually, scheduled as needed to complete the work assigned and at the discretion of the task force chair.