

Power Transmission Distributors Association
Volunteer Job Description
Created August 2025

Position: Knowledge & Research 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 goals for the *Knowledge and Research Committee* are three-fold:

- Through business and industry knowledge, insight and research developed through the Association, PTDA member companies will be able to make informed strategic decisions about their businesses.
- Through the operational technology knowledge and insights of member organizations using programs developed with the collaborative efforts of the Association, PTDA member companies will reduce effort and costs.
- Through participation in PTDA's professional development programs, the workforce at PTDA member companies will be more knowledgeable and competent.

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 any of the following areas: *business development, market research analytics, operational efficiency, engineering, workforce skill building, technical training.*
- Demonstrated ability to act in the best interest of all members and avoid promotion of self or company.

Meeting Requirements:

- Attend the Knowledge and Research 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.