



NCA Standing Committees 2019

Revised: July 9, 2019

| Committee | Staff Liaison | Directors | Volunteers | Purpose |
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| <u>EXECUTIVE & STRATEGIC PLANNING</u> | Karin Sheldrick | David Dick (President) Carol Danis (Past President) Kevin Brown (Past President) Michael Mirynech (President Elect) Jack McKiernan (Treasurer) Darryl Teutenberg (Secretary) | N/A | |
| <u>FINANCE & PROPERTY LEASE</u> | Karin Sheldrick | Jack McKiernan (Chair) Darryl Teutenberg Arie Schipper Tara Christensen Chris DeValkenaere Michael Mirynech | N/A | The purpose of the Finance Committee is to review the financial position of the Association and make recommendations to the Board concerning the finances of the Association, including the management of capital funds and investments, property leases and the preparation of the annual budget and annual audit. |
| <u>PROGRAM & SERVICES</u> | Karin Sheldrick | Kevan Peters (Chair) Chris DeValkenaere (EPR Sub-Committee Chair) Kevan Peters (Young Leaders Sub-Committee Chair) Tara Christensen (WIC Sub-Committee Chair) Arie Schipper (Special Events Chair) | N/A | The purpose of the Programs and Services Committee is to arrange and conduct the various programs, services and special events of the Association and shall report on the receipts and disbursements of each function at the first meeting of the Board following the date of the function or, in any event, as soon as reasonably practicable. To work within the budget approved by the Board of Directors. Programs & Services include, but are not limited to: The Electronic Plans Room (EPR), Young Leaders, Women in Construction Special Events include, but are not limited to: Annual Golf Tournament, Directors Dinner, Annual Ski Trip |

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| <p><u>EPR</u> <u>Sub-Committee</u> <u>UNDER PROGRAM</u> <u>& SERVICES</u></p> | <p>Karin Sheldrick</p> | <p>Chris DeValkenaere (Sub-Committee Chair) Carol Danis Michael Mirynech</p> | <p>N/A</p> | <p>The purpose of the EPR is to maintain, update, improve and promote the EPR offering to the membership. To investigate and recommend EPR related technology updates To liaise with the Associations EPR provider To develop and maintain a policy statement for member and non-member use of the EPR To investigate and develop a protocol for the EPR process and ensure that it is followed To develop and maintain a terms and conditions (including a disclaimer and errors & omissions statement) document and ensure a signed copy is on file for all EPR users</p> |
| <p><u>Young Leaders</u> <u>Sub-Committee</u> <u>UNDER PROGRAM</u> <u>& SERVICES</u></p> | <p>Karin Sheldrick</p> | <p>Kevan Peters (Sub-Committee Chair)</p> | <p>Member Volunteers: Chris Russell (Cotton) Chris Paley (Halucha/Hallex) Greg Wilcox (Salit Steel) Lauren Beaudoin (Kerry T. Howe Engineering) Chris Wills (Timbro Design Build) Evan Schipper (Merit Contractors Niagara) Kris Williams (Pumpcrete Corporation)</p> | <p>The purpose of the Young Leaders is to provide young members with resources and support to progress through the Niagara Construction Associations volunteer organizational structure. To provide a mentoring program matching existing long-standing members with younger, newer members To provide support and resources for education, networking and event planning To provide a road map and training for young leaders to progress to committee and board level within the Association To promote the construction vocation to members who are under 40 years of age To recognize a young member for the Business Link Top 40 Under 40 Award The committee is also responsible for assisting with the organizing the annual Christmas Food Drive & Luncheon</p> |
| <p><u>Women in Construction</u> <u>Sub-Committee</u> <u>UNDER PROGRAM</u> <u>& SERVICES</u></p> | <p>Karin Sheldrick Connie Stefanson</p> | <p>Tara Christensen (Sub-Committee Chair) Carol Danis Melanie Patterson</p> | <p>Member Volunteers: Sherry Smith (Regional Doors & Hardware) Donna Venditti (Mountainview) Ashley Coley (DF Brown Roofing) Hanna Kooiman (2M Architects) Uli Wiens (Wiens Underground Electrical)</p> | <p>The purpose of Women in Construction is to promote the construction industry through networking, mentorship, support, and education. To provide networking opportunities for women in the industry and those considering it To work with Niagara College and other educational/employment entities to promote Construction to women To bring forward promotional activities, ideas, issues and topics that relate to women in construction for discussion and consideration</p> |

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| <p><u>Special Events Sub-Committee UNDER PROGRAM & SERVICES</u></p> | <p>Karin Sheldrick Connie Stefanson</p> | <p>Arie Schipper (Sub-Committee Chair) Carol Danis Rob Hill Chris DeValkenaere</p> | <p>Member Volunteers: Ashley Coley (DF Brown Roofing) Rick Wooten (Budget Environmental)</p> | <p>To plan, organize and execute a successful annual golf tournament, ski trip & directors' dinner.</p> |
| <p><u>PERSONNEL, PROPERTY & MAINTENANCE</u></p> | <p>Karin Sheldrick</p> | <p>Darryl Teutenberg (Chair) Michael Mirynech Evan Williamson Arie Schipper Tyler Green Dan O'Hara</p> | <p>N/A</p> | <p>The purpose of the Management, Property and Personnel Administration Committee is charged with the management and upkeep of the premises of the Association and, at appropriate periodic intervals, shall review and recommend to the Executive Committee and/or the board, the adoption of suitable policies for use of the Association in relations to its employees, including duties, responsibilities, remuneration, holidays and other benefits or perquisites.</p> |
| <p><u>PPM BUILDING Sub-Committee</u></p> | <p>Karin Sheldrick</p> | <p>Arie Schipper (Sub-Committee Chair) Michael Mirynech Jack McKiernan Tyler Green Darryl Teutenberg Tara Christensen</p> | <p>N/A</p> | |
| <p><u>MEMBERSHIP BY LAW & NOMINATIONS</u></p> | <p>Karin Sheldrick Connie Stefanson</p> | <p>Membership Committee: Carol Danis (Chair) Tara Christensen Chris DeValkenaere Rob Hill By Law Committee: Carol Danis (Chair) Tom Wall (Legal) Nominations Committee: Carol Danis (Chair) Kevin Brown Tyler Green</p> | <p>Member Volunteers: Ashley Coley</p> | <p>The purpose of the Membership, Nominating and By-Laws and Constitution Committee is to: Actively engage in the promotion of membership in the Association and its primary purpose shall be to broaden the base of the membership mix and conduct an ongoing campaign to recruit new members. Present a slate of candidates for positions on the Board of Directors and its' committees. Review, on a periodic basis, the official documents and by-laws of the Association and report to the Board of Directors any amendments or alternations for consideration.</p> |

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| <u>PUBLIC RELATIONS</u> | Karin Sheldrick | Michael Mirynech (Chair) Kevan Peters Dan Toppazzini Kevin Brown (COCA) | N/A | <p>The purpose of the Public Relations Committee is to: Promote the Niagara Construction Association to its members and to appropriate organizations and businesses within the Niagara Region. The committee will focus on presenting a positive presence of the NCA and its members to the public.</p> <p>Advise the Board of Directors or Executive Committee on policies defining the relations of the Association and its members (and staff) to the various levels of government and to the social community of which the Association is a part of.</p> <p>Liaise with educational and other organizations whose aims promote the construction industry. The committee shall also review and disseminate information on legislative changes impacting on the industry, the Association and its members.</p> |
| <u>PPLP Sub-Committee</u> | Karin Sheldrick | Carol Danis Arie Schipper Tyler Green | N/A | |
| <u>STANDARDS, SAFETY & EDUCATION</u> | Karin Sheldrick Connie Stefanson | Melanie Patterson (Chair) Jack McKiernan | Member Volunteers: Jon Downing Rankin Construction Inc. Kathy Gonzalez Cotton Inc. Zack Schipper Merit Contractors Niagara | <p>The purpose of the Standards & Safety Committee is to: Represent the Association and liaise with the Infrastructure Health & Safety Association (IHSA) and any other organization or groups of persons concerned with safety within the industry (e.g. Labour Board) and shall periodically report to the Board or the Executive Committee on matters or developments of general interest.</p> <p>Periodically review and report to the Board or the Executive Committee on standard practices and standard form documentation used by or being proposed for use in the industry and it shall recommend to the Board proposed changes and amendments to practices and standard form documents.</p> |