



## European Plastics Distributors Association

21 April 2006

Dear EPDA members,

The European Plastics Distributors Association is seeking candidates for its volunteer leadership positions.

Here's your opportunity to help lead the association dedicated to furthering the profession of plastics distribution. We want to hear from you if you are interested in serving on the EPDA Board of Directors, the Communications or the Membership Committee, or helping to further the interests of the Pipe, Valves and Fittings, Stock Shapes or Distributor-Manufacturer Relations networking groups.

Please take a moment to look through the description of duties for each position, and inform Sabine Reinhold at [sreinhold@epda.com](mailto:sreinhold@epda.com) or +49 6093 9942852 if you are interested in volunteering your time for the association.

Volunteers are an important part of the association. This is your opportunity to give back to your association as well as reap professional and personal benefits from being actively involved. Please consider a more active role today.

Thank you.

Yours sincerely,

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**EPDA**

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# Leadership **POSITIONS**

All EPDA volunteers are expected to serve as advocates of the organization to the public and constituent groups as well as act in loyalty to the organization, its vision and mission. All volunteer leaders must be EPDA members in good standing.

Board members and committee and networking chairs are expected to attend the board meetings during the Annual Conference as well as one additional board meeting during the year.

## **BOARD OF DIRECTORS**

The Board of Directors are the leaders of the association. They are elected by the EPDA membership during the Annual General Meeting and will serve a two-year term, or until a successor is appointed.

### ***Members***

Purpose: To serve the board as a voting member, to assist in the development and approval of policies, procedures and regulations to govern the operations of the European Plastics Distributors Association, and to monitor the finances, programs and performance of the organization. Board members are chosen because of their commitment and long-term vision.

Duties and responsibilities:

1. Prepare for each Board of Directors' meeting by thoroughly reading the materials distributed prior to the meeting.
2. Approve all membership applications for the association in accordance with the EPDA bylaws.

### ***President***

Purpose: To lead the board in performing its duty.

Duties and responsibilities:

1. Perform all duties required as a member of the Board of Directors.
2. Shall preside over all Board of Directors' meetings and the Annual General Meeting.
3. Remain in contact with EPDA staff throughout the year, to approve projects and spending.
4. Shall conduct the election of officers at the Annual General Meeting.
5. Sign all association contracts.

### ***Vice President***

Purpose: To assist the president in performing his or her duties.

Duties and responsibilities:

1. Perform all duties required as a member of the Board of Directors.
2. To replace or succeed the president in the event the president is unable to perform the duties as prescribed under the job description of the president.
3. To perform any other duties or tasks as requested or assigned by the president.
4. To help the president in any way necessary to fulfill the obligations of the office of president.

### ***Treasurer***

Purpose: To assist with the financial aspects of the association.

Duties and responsibilities:

1. Perform all duties required as a member of the Board of Directors.
2. To replace or succeed the vice president in the event the vice president is unable to perform the duties as prescribed under the job description of the vice president.



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3. To perform any other duties or tasks as requested or assigned by the vice president.
4. Review financial statements quarterly.
5. To help the president in any way necessary to fulfill the obligations of the office of president.

## WORKING COMMITTEES

### ★ COMMUNICATIONS COMMITTEE

The Communications Committee is the official voice of the association. Members work toward increasing the association's profile through the EPDA E-Update newsletter, published monthly, as well as other publication opportunities. The Communications Committee will also recommend programs and activities to the Board of Directors to communicate the association's initiatives to the membership and beyond.

#### **Members**

Purpose: To assist in disseminating information on the association throughout the membership and the European plastics distribution community.

Duties and responsibilities:

1. Attend the committee's meeting during the Annual Conference in the spring and actively participate in the discussion.
2. Prepare for each meeting by thoroughly reading the materials distributed prior to the meeting.

#### **Chair**

Purpose: To lead the Communications Committee's endeavors.

Duties and responsibilities:

1. Perform all duties required as a member of the Communications Committee.
2. Attend the committee's meeting during the Annual Conference in the spring — as well as the Board of Directors' meeting in the fall — and actively participate in the discussion.
3. Review the EPDA E-Update newsletter each month before its publication.
4. Lead the discussion at the Communication Committee's meeting in the spring.

#### **Vice Chair**

Purpose: To assist the chair in performing his or her duties.

Duties and responsibilities:

1. Perform all duties required as a member of the Communications Committee.
2. Attend the committee's meeting during the Annual General Meeting in the spring — as well as the Board of Directors' meeting in the fall — and actively participate in the discussion.
3. To replace or succeed the chair in the event the chair is unable to perform the duties as prescribed under the job description of the president.
4. To succeed chair after one to two years of service as vice chair.

### ★ MEMBERSHIP COMMITTEE

The Membership Committee is the official recruiter of the association. Members work toward increasing the association's membership through recruitment campaigns and by recommending programs and policies to the Board to add value to EPDA membership.

#### **Members**

Purpose: To increase EPDA membership.



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Duties and responsibilities:

1. Attend the committee's meeting during the Annual Conference in the spring and actively participate in the discussion.
2. Prepare for each meeting by thoroughly reading the materials distributed prior to the meeting.

### **Chair**

Purpose: To lead the Membership Committee's endeavors.

Duties and responsibilities:

1. Perform all duties required as a member of the membership committee.
2. Attend the committee's meeting during the Annual Conference in the spring — as well as the Board of Directors' meeting in the fall — and actively participate in the discussion.
3. Lead the discussion at the Membership Committee's meeting in the spring.

### **Vice Chair**

Purpose: To assist the chair in performing his or her duties.

Duties and responsibilities:

1. Perform all duties required as a member of the Membership Committee.
2. Attend the committee's meeting during the Annual Conference in the spring — as well as the Board of Directors' meeting in the fall — and actively participate in the discussion.
3. To replace or succeed the chair in the event the chair is unable to perform the duties as prescribed under the job description of the chair.
4. To succeed chair after one to two years of service as vice chair.

## **NETWORKING GROUPS**

### **★ STOCK SHAPES**

### **★ PIPE, VALVES AND FITTINGS**

### **★ DISTRIBUTOR-MANUFACTURER RELATIONS**

The three networking groups are responsible for representing their particular groups within the association.

### **Chair**

Purpose: To lead their respective networking group's endeavors and to bring special interests or concerns to the attention of the Board of Directors.

Duties and responsibilities:

1. Host a program at the Annual Conference in the spring and lead the meeting.
2. Bring ideas and concerns to the Board of Directors.

### **Vice Chair**

Purpose: To assist the chair in performing his or her duties.

Duties and responsibilities:

1. Assist the chair in hosting a program at the Annual Conference.
2. To replace or succeed the chair in the event the chair is unable to perform the duties as prescribed under the job description of the chair.
3. To succeed chair after one to two years of service as vice chair.