

CDA Council Chair/Vice Chair Roles & Responsibilities

LAST UPDATE: AUGUST 5, 2022

The success of CDA Product Councils relies on strong member vision, leadership, and engagement. Serving as a Council Chair/Vice Chair comes with several responsibilities and benefits, including direct influence over program strategies and budgets, and expanded value chain networking and promotional opportunities.

As Council Chair/Vice Chair, your primary role is to facilitate the identification, prioritization and management of Council issues, projects, and budgets through active member engagement.

Key Responsibilities

Chair

- Act as a visionary and thought leader for the Council, the association, and the industry at large
- Serve as a sounding board for CDA staff to explore new issues, projects, and strategies
- Oversee and contribute to the identification, scoping and prioritization of Council issues and associated projects using established urgency/impact criteria
- Assist CDA staff in developing and presenting the Council's recommended annual operating budget to the CDA Board of Directors for approval
- Support the CDA staff manager in meeting planning, preparation, execution, and follow-up
- Drive member engagement and participation before, during, and after Council meetings
- Attend and actively participate in all Council meetings to the extent possible
- Assist CDA staff in the recruitment, onboarding, and retention of Council members
- Participate in International Copper Association (ICA) meetings on occasion to represent the voice of the North American fabrication sector and to bring downstream market insights and context to upstream producer issues and strategic programs
- Act in good faith and in the best interest of the Council and association, not on behalf of individual or company interests

Vice Chair

- Fulfill obligations of the Chair at member meetings in their absence
- Drive member engagement through active participation
- Participate in ad hoc discussions with CDA staff manager and Chair as needed
- Assist with notetaking and capturing action items

Estimated Time Commitment

- Annual Spring Meeting: 3 days typically in New York City in early June
- Annual Winter Meeting: 3 days in a travel-friendly city typically in early December
- Ad hoc Council meetings: 1 meeting in Q1 and Q3 (virtual or face-to-face at Council's discretion)
- ICA meetings: 2-3 meetings per year (typically virtual)
- Ad hoc discussions with CDA staff: 2-3 calls per quarter and email exchanges as needed

Term Limits

- 3-year term from the time of appointment
- Vice Chair ascends to Chair at the end of the term

If you're interested in serving as Chair or Vice Chair, please reach out directly to your Council's staff manager for more info.