



## Committee Volunteer Application Form

Please provide the basic information provided below, sign the Confidentiality & Proprietary Information Agreement, and return this to NADCA.

### Contact Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please provide any background information you would like to have considered as part of your application, including additional certifications you hold, and other relevant education and training.

### NADCA Committees

Please mark a 1, 2, or 3 next to your first, second, and third choices for committee assignments.

- |                                 |                |
|---------------------------------|----------------|
| ___ Annual Meeting              | ___ Membership |
| ___ Certification               | ___ Standards  |
| ___ Education & Safety          | ___ Bylaws     |
| ___ Government Affairs          | ___ Finance    |
| ___ Industry & Public Relations |                |
| ___ International Affairs       |                |
| ___ Fall Technical Conference   |                |

### Background Information

- You are ASCS certified
- You are CVI certified

### NATIONAL AIR DUCT CLEANERS ASSOCIATION (NADCA) CONFIDENTIALITY & PROPRIETARY INFORMATION AGREEMENT

This Agreement is made between the National Air Duct Cleaners Association ("NADCA") and the undersigned person, who has agreed to serve as Committee member of NADCA.

The undersigned acknowledges that he/she will receive, and be in possession of, Confidential Information belonging to NADCA, and that "Confidential Information" as used herein includes all information that is disclosed, or observed or developed by him/her, in relation to his/her service to NADCA, which is not generally available to the public. Confidential Information may be marked as such, or communicated as confidential; however, whether identified as confidential or not, the following information shall always be considered Confidential Information: all financial, strategic, membership, employment, legally sensitive actions or negotiations, draft documents (including but not limited to contracts, standards, certification programs, policies, etc.) and operational information.

The undersigned agrees to keep all Confidential Information strictly confidential, and that such information will not be photocopied or otherwise reproduced or communicated, nor shall it be disclosed to any other persons without NADCA's prior written consent. The undersigned agrees that Confidential Information shall only be used solely for NADCA's benefit and to that end agrees to adopt reasonable precautions to guard against unauthorized release of such information.

The undersigned understands and agrees that the obligation not to use or disclose Confidential Information shall survive the period for which service is provided to NADCA, and shall continue for as long as the information remains confidential.

The undersigned also agrees that all information and/or material developed by the undersigned person relative to his/her service to NADCA, or otherwise contributed to NADCA, shall be and/or become the sole property of NADCA and the undersigned agrees that he/she, and his/her employer (if applicable), shall have no further rights or interest therein. The undersigned agrees that he/she will only contribute appropriate information to NADCA and that he/she is authorized to execute this Agreement on behalf of himself/herself, and to the extent necessary, his/her employer.

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

### Please Fax or Mail Completed Form To:

NADCA  
1120 Rt. 73, Suite 200  
Mount Laurel, NJ 08054  
Toll Free: 855-GO-NADCA  
Phone: 856-380-6891  
Fax: 856-439-0525  
www.nadca.com

*Questions? Contact Kristy Cohen at 856-380-6891 or via email at [certification@nadca.com](mailto:certification@nadca.com).*

## Committee Volunteer Application Form

Volunteer Name \_\_\_\_\_

### EXPECTATIONS OF COMMITTEE VOLUNTEERS

NADCA relies on participation and input from committee volunteers, who serve for one-year appointments. Committee volunteers provide invaluable insight into the HVAC inspection, maintenance, and restoration industry and, combined with the efforts of staff, produce the high quality member benefits for which NADCA is recognized.

If you have never served on a committee, you may be wondering what would be expected of you. More than 50 industry professionals play an active role in leading NADCA as committee volunteers. Some members are very involved at a “hands-on” level, while others serve in more of an advisory capacity, offering ideas and helping to define and evaluate proposed programs. As an HVAC cleaning and restoration professional, you have the in-depth understanding of the industry required to help direct NADCA’s initiatives. You can help answer the questions, “Which initiatives should NADCA undertake, and what should these programs encompass?”. Diverse member feedback enables NADCA to represent a broad range of interests throughout the industry.

Most committees meet via conference call a few times during the course of the year. Conference calls typically last no more than an hour. Committee volunteers are asked to participate in these calls when possible. Some volunteers may take on special assignments at the request of a committee chair.

My areas of expertise is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Related Industry Affiliations: *(i.e., IAQA Member, RIA, IICRC, CSIA, ASHRAE, SMACNA, etc.)* \_\_\_\_\_

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As evidence of my qualifications and interest in serving on the indicated committee(s), I AM SUBMITTING A RESUME that includes my educational background, professional experience, present employment, and past service with professional organizations and societies.