



## *Get Involved*



We invite you to become more involved with SDA this year! Writing an article or becoming a committee member are fantastic ways to network with your peers in design firm administration and management, as well as to realize some of your 'hidden talents.'

### **SDA National Committees Seeking New Members**

The following national committees are currently accepting new members. Committee members can expect to participate in monthly conference calls (one hour each month) and to work on relevant projects as they arise.

**Awards Committee.** Coordinates and grows the national awards programs including Chapter Excellence Award, Lifetime Achievement Award, STAR Award and the Chapter Foundation Award. Promotes the SDA national awards programs to chapters and members. Enhances the new Design Firm Business Professional of the Year award and promotes it to the A/E/C industry for exposure for SDA.



**Bylaws Committee.** Oversees chapter compliance good standing with the national organization. Maintains compliant national bylaws and standing rules. Handles proposed amendments to national documents.

**Certification Committee:** Oversees certification exam and updates program materials. Develops exam test questions and maintains CDFA Study Guide. Presents CDFA-U study programs. Members must be currently certified to serve on this committee.

**Communications Committee.** Shares SDA using the many available platforms including Facebook, LinkedIn and Twitter. Works on the society's publication, *SDA Today*, our monthly publication of design firm administration knowledge articles and articles on SDA national events, SDA members, Construction, IDP, and other subjects of interest to SDA members. Obtains publicity for SDA through all available news media, publications of the A/E/C industry, and other publications and trade journals.

**Education Services Committee (ESC):** Provides educational resources to members through the Professional Emphasis Groups (PEGs) on the national website. Assists with securing subject-matter experts to present educational webinars throughout the year and at EDSymposium.



**Membership Committee:** Promotes membership growth for SDA by developing monthly campaign ideas, and works to assist existing chapters to strengthen and grow to assist with membership retention.

**Nominating Committee.** Secures slate of candidates for SDA National officers.

## ALSO WANTED

### E-Learning Presenters

We're looking for members willing to share their expertise with members via our e-learning program! Volunteers will present a pre-approved session to members via audio conference/ webinar.



### Where do I start?

Pay attention to popular Group Discussion topics and browse the library of PEGs for some ideas. Where can you offer answers? Prepare a 1- to 1.5- hour PowerPoint presentation on the topic of your choice. Submit it to SDA Headquarters for review. Upon approval, we'll organize the event, collect registrations, and moderate the session. You call in and lead the discussion!

### SDA Today Contributors

Check out SDA's monthly publication, *SDA Today*., which features articles in each issue related to at least one SDA PEG, including but not limited to:

- Finance
- Human Resources
- Marketing
- Office Administration
- Project Management

**WE WELCOME ARTICLES OR BEST PRACTICE "TIDBIT" SUBMISSIONS ON THESE OR OTHER TOPICS OF PROFESSIONAL INTEREST.**

Submit articles or questions to SDA Headquarters at [admin@sdanational.org](mailto:admin@sdanational.org)



**Ready to Start? – Contact us today and get plugged in!**

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