



STATEMENT OF DUTIES AND JOB DESCRIPTION
NIMA - TECHNICAL ADVISOR

The Technical Advisor will be Chairman of the Technical & Research Committee and as such will coordinate the activities and functions of the various sub-sections of this Committee, act as a mediator on technical questions and coordinate all the technical activities of the Association. Such duties include the following:

1. Attendance at all Technical & Research Committee and Sub-section Meetings.
2. Attendance and report at all general meetings of NIMA
3. Attendance at Engineering and Technical Society Meetings such as:
 - (a) American Society for Testing Materials
 - (b) American Society of Heating, Refrigerating & Air Conditioning Engineers
 - (c) National District Heating Association
4. Coordinate members' activities concerning methods of tests and material specifications
5. Answer technical inquiries from consumers.
6. Study trade and technical literature for information on effective use of insulating materials and translate for distribution to members.
7. Check technical publicity releases.
8. Contact government agencies regarding insulation problems.