

ASHRAE
RESPONSIBILITY AND QUALIFICATION SUMMARY
FOR
SOCIETY TREASURER

Responsibilities

- Serves as a member of Executive Committee, Board of Directors, Finance Committee, and Investment Committee.
- Shall have custody of funds of Society and the Society books of account.
- Shall invest the funds of the Society in accordance with the decisions of Investment Committee.

Obligations

- Shall be able to travel extensively and devote considerable time to Society:
 - approximately 35-40 days per year of travel and meetings,
 - expenses of transportation, hotel, meals, parking, registration, and social events (including spouse) may be reimbursed upon request.
- Shall attend Society's Annual and Winter Conferences, BOD meetings, two Executive Committee meetings, two Finance Committee and two Investment Committee meetings, three Chapters Regional Conferences, and numerous Society and special meetings.

Qualifications

- Shall have been a Full Member (grade) of Society prior to date of election.
- Shall be eligible for re-election to this office for additional consecutive year.
- Shall have served as Society Director.
- Shall have or be able to attain an international passport.
- Receives no salary, emolument or compensation from ASHRAE for services rendered to the Society as an officer.

Other Desirable Qualifications/Criteria

- Should have served as a Vice President.
- Should have had previous experience on Finance Committee.
- Should never be nominated solely as honor or reward, but should be based on their ability to lead Society.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.
- Should have participated broadly in Society activities (chapter, region, technical committees, standards committees, standing committees, etc.) to provide a broad understanding of the Society, how it functions and its member's needs around the world.
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Supporting Documents

- Society Bylaws
- MOP for Officers and Directors
- MOP for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1