



Honors and Awards Committee (H&A) Job Description

General Overview

1. **General description of the position:** The H&A Committee administers the Honors and Awards program of the Society under guidelines established by the Board of Directors. The purpose is to reward outstanding performance by ASHRAE members and activities by non-members in advancing the goals of the Society.
2. **Composition of the committee:** This committee shall consist of 11 voting members, including a Chair and Vice Chair. There are also two non-voting members, consisting of a BOD Ex Officio member and a coordinating officer. Occasionally, consultants with special knowledge are asked to be non-voting members.
3. **Term of service:** Service on this committee is intended to be for a three-year period. Appointments are made, however, each year by the President-Elect for the Society year covered by their term as president.
4. **Individual workload and anticipated time requirement per month:** H&A members may spend 2-4 hours per month on committee activities depending on their position and time of year. During the periods after award deadlines (May 1 and December 1), at least 12 hours will be required to evaluate candidates for awards.
5. **Required qualifications:** All members should be at least Associate Member grade. For balance, it is desirable that the committee include at least one Presidential Member, one Fellow, one Canadian resident, and one resident from outside of the U.S. and Canada. Since much of the work of the committee is done in executive session, members should have a reputation for discretion. Members should have high professional stature.
6. **Helpful qualifications, experience, interests, or skills:** Participation on the H&A Committee provides members with an opportunity to learn about the Society and develop leadership skills. Members evaluate award nominations, liaise with other members and committees, champion Society award programs, and revise and update committee procedures and forms.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual and Winter Conferences:**
 - a. Meeting dates/times: H&A meets during the Annual Conference in late June and the Winter Conference in late January, February, or early March. All members attend the H&A meeting on Sunday from 1:00 pm to 5:00 pm. New members attend a virtual orientation in May or early June. The Chair reports to Members Council on Tuesday at each Society conference.
 - b. Special events: All committee members are encouraged to attend the Plenary award presentation on Saturday afternoon at both Society Conferences. The H&A Committee Chair attends the practice for the Plenary on Saturday morning and participates in the award presentation.
 - c. Monetary commitments: Society covers transportation costs only (not room and board). Incoming H&A members are invited to attend the H&A meeting at the Annual Conference, with Society covering their transportation costs.
 - d. Task commitments: While at the H&A meeting you are expected to participate in discussion, provide necessary updates, and subcommittee chairs give a report on their assigned subcommittee.



Requirements between Annual and Winter Conferences

H&A has four subcommittees: Media, Pass-Through and Paper Awards, Personal Awards, and Planning. Each committee member will be assigned to at least one subcommittee. These subcommittees meet virtually throughout the Society year. Subcommittee assignments and action items may require conference calls and/or email communications between conferences.

Award nominations are sent to committee members for review following the December 1 and May 1 deadlines for review prior to each Society conference.

Other Committee Activities

For additional information regarding H&A Programs and Activities, visit www.ashrae.org/honors.