

Audit Committee

Member Responsibilities

General Overview

1. General description of the position: The Audit Committee (AC) provides oversight focused on financial reporting, external and internal audit functions, compliance with legal and regulatory requirements and internal controls to promote good financial stewardship in accordance with the Bylaws and the policies set forth by the Board of Directors. The goal of the committee is to protect the organizations assets, strengthen the reliability and accuracy of financial reporting, and reduce the risk of fraud. This committee must report directly to the Board of Directors on their activities. Only independent members may participate in Board or Audit Committee deliberations or voting relating to these audit oversight functions.
2. Composition of the committee: The members of this committee shall consist of three (3) voting members who meet the definition of Independent Director. The chair of this committee shall be named by the President-Elect from one of the three members.
3. Term of Service: Service on this committee is intended to be for a 3-year term subject to ROB 3.300 *Election and Appointment Procedures*.
4. Required Qualifications: All AC members must hold the grade of Member or higher in the Society. The definition of an Independent Director is a current member of the Board of Directors who has not received compensation from ASHRAE for the past three years. Members may not receive compensation while serving as an Independent Director. It is suggested one of the members of the committee be a financial expert who can bring a working knowledge of financial reporting, internal controls and knowledge of the Not-For-Profit (NFP) sector.

Specific Time, Money, and Task Commitments

1. Attend up to three meetings per year, one of which is held at the ASHRAE Annual (Summer) conference and one in the fall. A meeting at the Winter conference is optional depending on what is completed during the fall meeting.
 - a. Describe what dates they need to be there: For the Annual conference (and Winter conference - if applicable), the AC meets on Friday, the day prior to the Annual and Winter conferences, typically from 3:30 PM to 5:00 PM. If an AC member is assigned to liaise with a council or committee, the member should plan to be present for the appropriate council or committee meetings held during the Annual and Winter conferences as well as to participate in conference calls of the council or committee. Frequently, AC members elect to attend most of the Annual and Winter conferences to maintain familiarity with current Society issues and become aware of strategic directions the Society may pursue.
 - b. Who covers transportation: Transportation costs for two meetings are paid by the Society. See ROB 1.201.027.
 - c. Detail any other expenses covered by Society: N/A

- d. Subcommittee work description: N/A
2. Requirements between Annual and Winter conferences.
 - a. Describe the frequency of conference calls: If the AC does not have the opportunity to hold a face-to-face meeting in the fall, the AC will require a conference call in the fall. The AC can also hold calls, if necessary, to conduct urgent business. Committee conference calls are two hours or less in duration.
 - b. List anticipated face-to-face meetings in spring and fall: If schedules allow, the AC will hold a regular face-to-face meeting in the fall but will not hold a meeting in the spring.
 - c. Describe individual workload and anticipated time requirements per week (or month): The committee chair workload consistently averages a couple of hours a month with extra time needed to prepare and attend committee meetings.
 3. Briefly describe any other committee activities of which a prospective member should be aware: The AC shall oversee the accounting and financial reporting processes including internal controls, policies, operational procedures and integrity of the systems. The AC must understand the organization's risk profile such as investment practices, disaster recovery plans, insurance coverage, and compliance with laws including donor requirements. The AC should interact with the external auditors which includes approving the annual internal audit plan and reviewing the audit reports. Additionally, they are responsible for hiring, compensating and overseeing the external auditors and should also consider the performance and independence of the external auditor each year. Lastly, the committee should review the 990 tax return annually and other reporting to regulatory agencies.



Building Energy Quotient Committee Member Responsibilities

General Overview

1. **General Description of the position:** The Building Energy Quotient Committee is responsible for the operation of the Building EQ enterprise including the business planning, training, and marketing of the programs. The committee has the overall responsibility to determine the technical developments that are required to support these activities. The committee has the responsibility for directing the development of marketing programs to determined target audiences. The committee is responsible for coordinating the activities of all three Councils regarding the Building EQ EQ program. The Building Energy Quotient Committee reports directly to ASHRAE's Board of Directors.
2. **Composition of the committee:** The committee shall consist of (8) voting members including the Chair, Vice-chair. Non-voting consultants may be added as required. Non-voting members also include the coordinating officer.
3. **Term of Service:** Service for voting members is intended to be for a 3-year period. Appointments are made each year by the President-Elect for the administrative year covered by his/her term as President. Non-voting members serve one year terms.
4. **Required Qualifications:** The Chair and Vice-Chair shall be a current or past member of the Board of Directors. Voting members should be considered for their broad business and marketing experience as well as their representation of building owners and/or government agencies. Consultants provide expertise for specific issues or partnerships being addressed by the committee.
5. **Helpful Qualifications, experience, interests, skills:** Committee members will advise and work with ASHRAE staff, BOD, the Councils, Technical Committees, and outside organizations to guide the development, management, and marketing of the Building EQ program. Familiarity with or certification as either a Building Energy Modeling Professional or Building Energy Assessment Professional is encouraged.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences:**
 - Meeting date/time: The committee meets on Sunday from 8:30am-11:30am. Subcommittees meet for two hours on Saturday between 11:00ampm-3:00pm.

- Who covers transportation? Transportation costs are covered by the Society for all appointed voting and non-voting members of the committee. Room and board are not reimbursed.
- Other expenses covered by Society: None.
- Subcommittee work description: Subcommittees are created as needed for the on-going development, management, and marketing of the bEQ program. Current subcommittees include: Business Development and Methodology
- Special events: None.

2. **Requirements between Annual and Winter Meetings:**

- Frequency of Conference Calls and face-to-face meetings: Additional conference calls and interim meetings are scheduled as needed. A standing one-hour monthly conference call is typical. In addition to the Annual and Winter Meeting schedules, the committee is authorized to hold 1-2 face-to-face meeting per Society year. Interim meetings are only held if needed.
- Individual work load and anticipated time requirement: While most of the committee's work is expected to take place during the face-to-face meetings and conference calls, committee members would be expected to spend additional time on committee activities depending on their position on the committee and the status of the program. For example: Review and update of the marketing materials is expected to require an additional 6-10 hours per month. Overview of additional technical developments for the program is expected to require an additional 6-10 hours per month.

Revised April 2018.



Certification Committee Member Job Description

(2018-24)

Certification Mission

The programs are intended to support the Mission of ASHRAE – ASHRAE will advance the arts and sciences of heating, ventilation, air conditioning and refrigeration to serve humanity and promote a sustainable world.

Scope of the Committee

The Certification Committee is responsible for developing, implementing and monitoring ASHRAE Certification Programs.

General Overview

I. Roles & Responsibilities

A. Establish Identity and Direction

1. Ensure Certification Programs support ASHRAE's Mission.
2. Define a strategic direction for ASHRAE Certification.
3. Seek and review information related to the reputation of ASHRAE Certification Programs.
4. Establish specific credentialing goals, including identification of credentialing programs to be implemented,
5. Develop and provide programs that position ASHRAE as a recognized source of certification for the HVAC&R industry.
6. Develop and implement certification programs for those persons wishing to enhance their careers related to the HVAC&R industry.

B. Ensure the Necessary Resources

1. Develop fee schedule for applications and administration procedures.
2. As necessary, determine the need for external expertise, such as for examination writing and statistical analysis purposes, and choose appropriate vendor.
3. Advocate for the Committee composition to reflect the strategic needs of ASHRAE Certification programs.
4. Understand ASHRAE Certification financial position.

C. Oversight

1. Manage certification programs against the ANSI/ISO/IEC 17024 standard for the accreditation of personnel certification bodies.
2. Monitor the effectiveness of programs after implementation,
3. Maintain up-to-date examination security risk management policies and procedures.
4. Conduct annual audit and management system review.
5. Establish work plan and schedule for implementation.
6. Establish education and work experience eligibility requirements to participate in each program.
7. Establish recertification requirements.
8. Determine examination requirements, such as test format and retesting rules.
9. Work with staff to develop application, operational and administration procedures.
10. Maintain records of applicants for certification and recertification in perpetuity.

D. Committee Operations

1. Review *Reference Orientation Manual* requirements.
2. Assess Certification Committee performance.
3. Monitor the performance of Exam Subcommittees and Task Forces.
4. Ensure meeting agendas focus on Committee roles and responsibilities.
5. Ensure easy access to information needed for effective decision making.

II. Composition of the Committee:

The 11 voting members should provide broad representation across the HVAC&R industry. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.

III. Term of Service:

3 years. Appointed by President-Elect.

IV. Required Qualifications:

The Chair and Vice Chairs (2) shall be either Member or Associate Member grade or higher.

V. Helpful Qualifications, Experience, Interests or Skills:

Interest in professional development, certifications, credentialing, career development.

VI. Specific Time, Money and Task Commitments

A. Attend the ASHRAE Annual (Summer) and Winter Meetings.

- Describe what dates they need to be there.
The Certification Committee meets on Saturday, from 8:00 a.m. to noon.
- Who covers transportation?
Transportation costs are paid by society. Transportation is cost of transportation to the meeting only. Room and board are not reimbursed.
- Detail any other expenses covered by Society.
NA
- Special events to be aware of at this meeting.
NA

B. Requirements between Annual and Winter meetings.

- Describe frequency of conference calls.
The Certification Committee will have at least a Spring conference call and a Fall conference call between meetings. Other conference calls may be scheduled as necessary.
- Describe individual work load and anticipated time requirement per week (or month):
Most of the Committee's work is done during the two face-to-face meetings. In addition, Committee Members may be asked to respond to ad hoc e-mail queries.
- Subcommittee work description.
The Certification Committee's Exam Subcommittees are program-based and meet as needed during the development and/or revision of a certification program. Each program will have an assigned Certification Committee liaison. The initial meetings of a Subcommittee during program development will be by conference call. Then, the examination writing and review team may meet face-to-face at least three times: once for 3 days and the other two times for 2 days each.

We welcome interested parties to find out more about both the Certification Committee and ASHRAE's certification programs by visiting the following two webpages:

1. The Certification Committee website:

<https://www.ashrae.org/communities/committees/standing-committees/certification-committee>

2. The Certification website: <http://www.ashrae.org/certification>



COMMUNICATIONS COMMITTEE SUMMARY OF DUTIES

General Overview

1. General Description of the position:

The Communications Committee is responsible for providing training, guidance, and policies to ASHRAE member groups as it relates to communications. This includes communication-enabling tools such as:

- Websites and Member Management Platforms
- Group Collaboration Tools (Basecamp)
- Emails and Newsletters
- Virtual Meeting Tools
- Social Media
- Video Content, Training, and Publishing (YouTube)

2. Composition of the committee:

The Communications Committee is a standing committee of the Society and is composed of eight voting Members. In addition a Board of Director (BOD) Ex-Officio and a coordinating officer are assigned.

3. Term of Service:

The term of service is intended to be three years. Appointed by Society President.

4. Required Qualifications:

- ASHRAE Member
- Familiar with appropriate electronic communications
- Able to work on projects/assignments and present findings to the committee
- Attend scheduled committee meetings (in-person and virtual) throughout the Society Year.

5. Helpful qualifications, experience, interests, or skills:

- Communications trends and best practices
- Operations of ASHRAE groups such as Chapter, Region, Technical Committee, or Standing Committee
- Websites and Member Management Platforms
- Group Collaboration Tools (Basecamp)
- Emails and Newsletters
- Virtual Meeting Tools



- Social Media
- Video Content, Training, and Publishing (YouTube)

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Conferences:

- Communications Committee meetings are held on Saturday from 11:00 a.m. – 3 p.m.
- Project committee adhoc meet virtually in the week preceding in-person meetings. In-person adhoc committee meetings are at the discretion of the members.
- Transportation costs in compliance with ASHRAE travel reimbursement policy are paid by Society. Room and board are not reimbursed. No other expenses are covered by Society.
- The Communications Committee Chair is a voting member on Members Council and can attend the President's Sunday Night Reception.

2. Requirements between Annual (Summer) and Winter meetings:

- Regularly scheduled virtual meetings are held.
- There are no face-to-face meetings in spring and fall, however the Chair may need to attend a fall Members Council meeting in Atlanta.
- Committee work regularly takes place on Basecamp. Members are required to join the Basecamp Project and engage in discussion on the platform.
- It is strongly recommended that the standing committee member attend their regional Chapter Regional Conference (CRC) and assist them in conducting Communications workshops.

3. Other committee activities of which a prospective member should be aware:

- The individual workload and anticipated time requirement per month are approximately 5-10 hours/ month.
- The standing committee member will be assigned an adhoc project committee to lead or serve on.

Society Communications Committee members have a real interest in improving how ASHRAE members worldwide work together. They often have previous experience in Chapters (Webmaster, Newsletter Editor, Chapter Communications Chair), Regions (Regional Communications Chair), Technical Committees (Webmaster) and/or other ASHRAE groups. The standing committee member will get wide exposure to a number of ASHRAE members.

ASHRAE Communications Committee Job Description 11/12/2020

Reviewed by Communications Committee Chair 6/5/2023



Conferences and Expositions Committee Job Description

General Overview

1. **General Description of the position:** The Conferences and Expositions Committee (CEC) is responsible for planning and executing all conferences and expositions produced by ASHRAE.
2. **Composition of the committee** (if applicable to position): Twenty-six (26) voting members, including a chair and a vice chair.
3. **Term of Service:** 4 years. Appointed by President-Elect.
4. **Required Qualifications:** All members should be either Member or Associate Member grade or higher.
5. **Helpful Qualifications, experience, interests, skills:** Members should have previous experience serving on technical or standing committees, especially recently serving as TC program subcommittee chairs. Members should have sufficiently high educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers and programs.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences.**
 - Meeting dates/times: Subcommittee meetings begin on Friday afternoon, 1 pm – 6 pm. The full CEC meeting is Saturday, 8 am – noon and the Speakers' Lounge is open from 1 pm – 3 pm. Members are expected to cover the Speakers' Lounge as assigned, from Sunday – Wednesday.
 - Who covers transportation? Transportation costs are paid by Society. Transportation is the cost of transportation to the meeting only. Room and board are not reimbursed. Because CEC members must attend the technical program as a part of their responsibilities, CEC members must purchase a conference registration. CEC members receive a discounted registration fee of 75% off the member registration.
 - Subcommittee Work Description: There will be sub-committee meetings prior to the meeting of the entire committee. You will be assigned to a subcommittee and there is some work to do on those subcommittees in between meetings. In addition, you may be chosen to serve as a track chair for one or more conferences. The current subcommittees are Executive Committee, Annual and Winter Meeting Subcommittee, Operations Subcommittee and Topical Conferences Subcommittee.
 - Special events to be aware of at these conferences: There is a dinner on Friday night with your fellow committee members.



2. Requirements between Annual and Winter Conferences.

Depending on the subcommittee, there may be one conference call per month.

3. Individual work load and anticipated time requirement per week (or month).

The amount of work on subcommittees varies widely. However, the work of track chairs ebbs and flows with the deadlines for the submittal of papers and programs ranging from 3 hours/month to 10+ hours/month. Service on steering committees for topical conferences typically requires the same time commitment as track chairs.

4. Other Committee Activities.

The CEC seeks to continuously improve the conference experience for all attendees and to determine the needs of all prospective attendees. As a member of CEC, you have the ability to shape the technical program through the selection of tracks, programs and organization and presentation of the conference. By serving in this high visibility position, you have the opportunity to interact with various individuals and committees within ASHRAE and outside the Society and to facilitate technology transfer of new innovations in the HVAC&R industry through ASHRAE's conferences.

Revised March 2019



Development Committee

Member Responsibilities

General Overview

1. General description of the position: This committee will be responsible for coordinating fundraising activities among RP, Foundation, LMC, COF, and Scholarship Trustees. The DC shall also align fundraising goals with Society strategic objectives. The DC will ensure that all components of the Development program are being managed and coordinated to increase the fundraising potential of the groups represented on the Committee and to maximize ASHRAE's comprehensive fundraising efforts. The Development Committee reports to the BOD.
2. Composition of the committee: The Development Committee shall consist of fourteen (14) voting members, a coordinating officer and a consultant. The DC voting membership shall include:
 - a. One Chair
 - b. One Vice Chair
 - c. Three (3) members of the RP ExCom
 - d. Three (3) members of the Foundation Board ExCom
 - e. One member of the Scholarship Trustees
 - f. One member of the College of Fellows
 - g. One member of the Life Members Club
 - h. Three (3) Members at Large
3. Term of Service: The term of service for the Chair and Vice Chair positions is one year for each position. The term for a member representing a specified committee, board or group shall be coincident with their term on the respective committee, board or group.
4. Required Qualifications: All members must hold the grade of Member or higher in the Society. The Chair, Vice Chair and Members at Large should have served on the RP Committee, Foundation Board, or should have significant Society leadership experience.
5. Helpful qualifications, experience, interests, or skills: Members should be considered for their fundraising and marketing expertise.

Specific Time, Money, and Task Commitments

1. Attend two meetings per year, which are held at the ASHRAE Annual (Summer) and Winter conferences.
 - a. The Development Committee meets on Monday, during the Annual and Winter conferences, typically from 10:00 AM to 12:00 PM. Some DC members elect to attend most of the Annual and Winter conferences to maintain familiarity with current Society

- needs and become aware of strategic directions the Society may pursue that require funding.
- b. Transportation costs are paid by the Society. See ROB 1.201.027.
 - c. There are likely to be subcommittees formed at the prerogative of the DC chair to accomplish the purpose of the Committee. It may be determined that these subcommittees will meet during the Annual or Winter conferences, in addition to probable conference calls to accomplish the work of the subcommittees.
2. Requirements between Annual and Winter conferences.
- a. The DC may hold conference calls, as necessary, to conduct urgent business. Subcommittees may also hold conference calls, depending on what the subcommittee chairs determine is necessary. Committee and subcommittee conference calls are two hours or less in duration.
 - b. DC does not, as a rule, hold regular face-to-face spring and fall meetings.
 - c. Most of the individual workload is determined by the individual's assignment to support the DC chair's MBOs or disseminate information between the committee for whom they are the liaison and the DC. Workflow will vary throughout the year. Once activities supporting an assigned MBO are completed, then the individual's workload is minimal beyond what is necessary to be familiar with committee activities (a few hours here and there). The committee chair workload consistently averages a few hours a month with extra time needed to prepare for special meetings or fundraising activities.
3. Strategic leadership of the Society is the Board's most important role, and DC members have the opportunity to align fundraising goals with Society strategic objectives. The committee responds to Society directives and needs for fundraising programs

Approved 1/30/17



ENVIRONMENTAL HEALTH COMMITTEE

EHC SCOPE

This committee shall be responsible for identifying major environmental health trends impacting the practice of HVAC&R, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. In addition, this committee shall serve as a resource to the Society on activities and issues that relate to environmental health impacts of building environmental control technologies including but not limited to ventilation, and thermal conditioning.

The committee, through its chairman, will report to Technology Council.

SUMMARY OF RESPONSIBILITIES & DUTIES

General Overview

EHC serves as ASHRAE's primary resource of expertise in the area of indoor environmental quality and other environmental health topics. Serving on EHC is an opportunity to interact with a multi-disciplinary team of colleagues many of whom are world-renowned in their areas of expertise and to interact with other ASHRAE and non-ASHRAE bodies involved in environmental health and IAQ. The membership includes a number of individuals who do not otherwise participate in ASHRAE. This is one of the most international of ASHRAE committees and one of the few that has its own conference (the IAQ conferences). Because it's a standing committee, EHC has considerable visibility and authority. Participating in EHC provides an opportunity to contribute to (and stay abreast of) the latest developments in the IAQ field. EHC activities include research projects, programs, position documents, and others. See the EHC page on the ASHRAE website:

www.ashrae.org/society-groups/committees/environmental-health-committee-ehc

Specific Tasks

- Help to develop and maintain ASHRAE position documents
- Identify and develop ASHRAE Emerging Issue reports.
- Review papers assigned to the committee to be sure they comply with Society policy.



- Initiating and carrying out correspondence resulting from committee and subcommittee activities.
- Being active in the general meetings and affairs of the Society, especially with related TC/TG/TRGs.
- Corresponding with other members of the Technology Council, especially RAC and TAC to be sure research and programs sponsored by TCs and TGs deal with environmental health issues relative to ASHRAE's policy.
- Maintain IEQ Applications column in ASHRAE Journal
- Identify and initiate ASHRAE research
- Help coordinate and support ASHRAE IAQ conference series
- Accepting assignments from the committee chairman and reporting progress at EHC's meeting.

Term of Service:

1 year term renewable for 2 additional years. Appointed by Society President.

Specific Time and Money Commitments

Attend the ASHRAE Annual (Summer) and Winter Meetings.

- Subcommittee and main committee meetings are currently scheduled for Monday from 8 am to 6 pm.
- Transportation costs to the meeting are reimbursed by society. Room and board are not reimbursed.
- Sub-committees meet before the meeting of the entire committee. Members are assigned to 1 or more subcommittees and there is some work to do on those committees between meetings. The current sub-committees include Education, Research, Policy, Handbook and Program.

Attend meetings between Annual and Winter meetings.

- 2 to 3 conference calls between meetings.
- EHC is authorized to meet for spring and fall meetings but typically only meet at ASHRAE's Tech Weekend (in Atlanta in the fall) or ASHRAE's IAQ conference (time and location varies). Transportation to these meetings is reimbursed by ASHRAE.
- Anticipated time requirement is estimated at 5-10 hours per month.

Revised December, 2015

Appendix A

Finance Committee

Member Responsibilities

General Overview

1. General description of the position: The Finance Committee (FC) is responsible for supervising the Society's fiscal operations in accordance with the Bylaws and the policies set forth by the Board of Directors. The FC is responsible for developing and recommending the General Fund Budget and Research Fund Budget to the BOD and shall monitor expenses to see that expenditures are within the approved budgets. The FC will submit to the Executive Committee, prior to ExCom's spring meeting, a two-year fiscal projection (Budget and two-year Plan) and a rolling four-year council level budget including the previous 4 year results. The FC shall direct the investment of ASHRAE funds by the investment manager in accordance with guidelines established by the FC with the objective of preservation of capital with reasonable growth at a chosen level of risk. This committee is responsible for reviewing, recommending changes and interpreting Fees, Dues, Privileges, and the Society Strategic Plan (with respect to fiscal limits). The FC reports to the BOD.
2. Composition of the committee: The members of this committee shall consist of eight (8) voting members including the Treasurer, at least two (2) Vice Presidents and at least five (5) at-large members of the Society. The coordinating officer of the committee shall be the Treasurer. The chair of this committee shall be the Treasurer. An officer from each council shall be a member of this committee.
3. Term of Service: With the exception of the Society Treasurer, Vice Presidents, and the staff director, service on this committee is intended to be for a 3-year term. The terms of committee service for the Treasurer and Vice Presidents are limited by their terms in office.
4. Required Qualifications: All members must hold the grade of Member or higher in the Society. It is suggested to the President-Elect that appointments to this committee be made of ASHRAE members who could be considered potential officer candidates.

Specific Time, Money, and Task Commitments

1. Attend up to four face-to-face meetings per year, two of which are held at the ASHRAE Annual (Summer) and Winter conferences and up to two face-to-face meetings held in the fall and the spring (prior to the Winter and Annual conferences).
 - a. Describe what dates they need to be there: The FC full committee meets on Friday, the day prior to the start of the Annual and Winter conferences, typically from 8:00 AM to 1:00 PM. The FC subcommittees meet prior to the Annual and Winter conferences on Thursday from 4:00 PM until 7:00 PM or as announced in conjunction with other FC meetings. Fall and spring FC meetings may be face-to-face meetings or conference call meetings.

Additional meetings will be scheduled if needed. If a FC member is assigned to liaise with a council or committee, the member should plan to be present for the appropriate council or committee meetings held during the Annual and Winter conferences as well as to participate in conference calls of the council or committee. Frequently, FC members elect to attend most of the Annual and Winter conferences to maintain familiarity with current Society issues and become aware of strategic directions the Society may pursue.

- b. Who covers transportation: Transportation costs are paid by the Society. See ROB 1.201.027 and 2.104.012.
 - c. Detail any other expenses covered by Society: N/A
 - d. Subcommittee work description: The committee includes two subcommittees: the Planning Subcommittee and the Investment Subcommittee. All FC members are assigned to be a member of one of these subcommittees. Assignments are made at the beginning of each Society Year.
2. Requirements between Annual and Winter conferences.
- a. Describe the frequency of conference calls: The FC typically does hold a conference call in the spring in lieu of a face-to-face meeting. The FC typically does not require but can hold conference calls if necessary to conduct urgent business. Subcommittees may also hold conference calls, depending on what the subcommittee chairs determine is necessary. Committee and subcommittee conference calls are normally two hours or less in duration.
 - b. List anticipated face-to-face meetings in spring and fall: FC is not required but typically holds a face-to-face fall meeting prior to the fall BOD meeting. FC typically does not hold a spring face-to-face meeting.
 - c. Describe individual workload and anticipated time requirements per week (or month): The committee chair (Treasurer) workload consistently averages a few hours a month with extra time needed to prepare and attend committee meetings.
3. Briefly describe any other committee activities of which a prospective member should be aware. Fiduciary responsibility for the Society's funds is a most important duty. This committee has the responsibility to oversee the Society's assets, budgets, and investments while working with ASHRAE's Comptroller and financial advisors to develop recommendations to the Board of Directors concerning the fiscal policy of the Society.



Global Technical Interaction Committee (GTIC) **Committee Member Responsibilities**

General Overview

1. **General Description of the Position:** The Global Technical Interaction Committee (GTIC) is responsible for harnessing the technical resources of ASHRAE to impact international standards and maximize the global influence of ASHRAE standards, guidelines, and other technical work products on the practice of HVAC&R and the built environment. The committee informs the ASHRAE leadership and membership of the potential impacts of the activities and make recommendations on new activities and policies in response.
2. **Composition of the Committee:** There are a maximum of thirteen (13) voting members, including a Chair and a Vice Chair; the Vice Chair of Standards Committee; the Vice Chair of the Technical Activities Committee (TAC); representatives of the ASHRAE U.S. Technical Advisory Groups for ISO committees that are administered by ASHRAE; three to six members-at-large representing the global community. Non-voting members include a Board ex-officio member, a coordinating officer, a Government Affairs Committee (GAC) liaison, and an ASHRAE Associate Society Alliance (AASA) liaison.
3. **Term of Service:** The term of service is one (1) year for the Vice Chair of Standards and the Technical Activities Committee (TAC), and four (4) years for other voting members. Members are elected by the ASHRAE BOD.
4. **Required Qualifications:** The chair and vice chair must hold the grade of Member or higher in the Society. The majority of the voting members of the committee must be ASHRAE members of Associate Grade or higher.
5. **Helpful Qualifications:** At-large members should have experience in international standards, or their local country codes and standards.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Meetings**
 - For winter and annual meetings, GTIC usually meets from 9:00 am to 12:00 pm on Sunday.
 - There may be virtual subcommittee meetings prior to the meeting of the entire committee. You will be assigned to one or more subcommittees and there is usually some subcommittee work in between GTIC meetings.
 - The current subcommittees are the Regions and Chapters Interactions Subcommittee (RCIS), the Technical Committees Interactions Subcommittee (TCIS), and the Project Committees Interactions Subcommittee (PCIS).
2. **Requirements between Annual and Winter Meetings**
 - There is a standing virtual meeting held each month. Subcommittee virtual meetings are also scheduled between the winter and annual meetings.
3. **Airfare or mileage is paid by the Society for transportation to the meetings only. Hotel and meals are not reimbursed.**



Government Affairs Committee (GAC) Job Description

The Government Affairs Committee is responsible for organizing ASHRAE members at the grassroots level to influence and educate government officials in areas of interest to ASHRAE members; promoting effective cooperation between ASHRAE members and government; and developing the extent and the manner in which ASHRAE influences government affairs and public policy. The purpose of these activities is to benefit the public by providing responsible and balanced input and advice to policymakers in our area of expertise.

The members of this committee include:

- A Chair and Vice Chair; a Communications Coordinator; one representative from each Region who serves as Regional Vice Chair; one representative from each Council (Technology Council, Members Council, Publishing and Education Council); and 4 at-large members.

The duties and responsibilities of members on this committee include:

- Attending the regular meetings of this Committee at the Winter and Annual Meetings of the Society;
- Attending his/her Chapter Regional Conferences (CRCs);
- For RVCs, preparing and conducting GAC training workshops at the CRCs
- Preparing reports, as required by Society and this Committee's Chair
 - refer this Committee's Resource Manual for a sample Standardized RVC Reporting and an Annual Schedule of suggested activities for a Regional Vice Chair;
- Working with the Chapters to promote ASHRAE standards, products, and services with local, provincial, state, and national governments.
- Coordinating communication relative to government advocacy at chapter and regional levels;
- Seeking the appointment of Chapter members to local, provincial, state and national governmental bodies.
- Informing and motivating ASHRAE membership about grassroots activities and public policy issues by:
 - Providing a conduit for grassroots members globally to keep their Chapters, Regions, and the Society Government Affairs staff informed on government affairs activities of interest to ASHRAE.
 - Liaising Chapters with educational and programs-related groups within ASHRAE.
 - Providing tools to train and enable Chapters to effect positive interactions with government and other public entities.
 - Serving as a clearinghouse for government adoptions of ASHRAE standards, products and services.
 - Tracking and reporting on legislation and regulations of interest to ASHRAE.
 - Apprising government entities and representatives of the public policy priorities of ASHRAE.
 - Seeking input from members and the Executive Committee on issues to be addressed. This includes developing a list of proposed public policy priorities addressing significant

current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.

- Review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered.
- Support the development of government affairs activities sessions at the CRCs by providing materials and qualified trainers for Government Affairs Workshops, and reporting PAOE.

Qualifications for Membership:

1. Among the Chair, Vice Chair and 4 at large members, at least 1 shall be a Presidential Member, at least 2 shall have ASHRAE Executive Committee experience, and at least 1 shall have professional background in government affairs or advocacy.
2. All members of the committee must hold Full Member grade or higher in ASHRAE.
3. GAC members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government and other public entities.



Handbook Committee Job Description (for Standing Committee Members)

General Overview

1. **General Description of the position:** The Handbook Committee is responsible for preparing and publishing the four volumes of the *ASHRAE Handbook*. The committee formulates editorial policies and establishes the overall philosophy and guidelines for the *Handbook* to ensure a well-rounded, authoritative publication consistent with the mission of ASHRAE. The member is assigned to a volume subcommittee and is assigned specific chapters in one of the four volumes of the *Handbook*. The member is expected to work closely with the TCs responsible for writing these chapters. This includes reading the chapters, visiting TCs during the Winter and Annual conferences, and working with the TCs to ensure they meet deadlines for completion of their chapters. The member will likely also be assigned to other subcommittees of the Handbook Committee.
2. **Composition of the committee:** The Handbook Committee consists of the Chair, Vice Chair, and members.
3. **Term of Service:** Four years. Board elected.
4. **Required Qualifications:** Committee members shall be voting members of ASHRAE, have experience on the Handbook Subcommittee of a technical committee, and have knowledge of a broad range of technical topics. The Chair and Vice Chair must hold the grade of Member or higher.
5. **Helpful qualifications, experience, interests, or skills:** Committee members should have good interpersonal skills, because they will be working with a wide range of individuals on different technical committees.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences.**
 - The Committee members will need to attend the Handbook Committee and subcommittee meetings on Sunday morning and be available to attend technical committee meetings through Tuesday. Committee members are encouraged to attend the Executive and Strategic Planning Subcommittee meetings on Saturday afternoon.
 - **Who covers transportation?** Transportation costs are paid by society. Transportation is cost of transportation to the meeting only. Room and board are not reimbursed. See the Travel Reimbursement Policy for details.
 - **Detail any other expenses covered by Society.** N/A.
 - **Subcommittee work description.** Each member is assigned to work on one of the four volume subcommittees and one of the other subcommittees (see below). All subcommittees meet on Sunday morning. In between conferences, you will be expected to communicate with the TCs to which you are assigned regarding questions/issues they may have regarding their chapter(s) in your volume.

- The four volume subcommittees include (1) Fundamentals, (2) Refrigeration, (3) HVAC Applications, and (3) HVAC Systems and Equipment.
 - The other Handbook subcommittees include (1) Functional, (2) Training, (3) Electronic Media, (4) Strategic Planning, and (5) Executive.
- **Special events to be aware of at this meeting.** N/A
2. **Requirements between Annual and Winter Conferences.**
- **Describe frequency of conference calls.** Very infrequent and only on an “as needed” basis.
 - **List anticipated face-to-face meetings in spring and fall.** None.
 - **Describe individual work load and anticipated time requirement per week (or month).** Workload will vary by year on the committee. The year before a volume is published is when there is more work between conferences. You will be responsible for making sure your TCs have completed their chapters, have reviewed the chapters, and completed all paperwork associated with the submission of the chapters.
3. **Briefly describe any other committee activities of which a prospective member should be aware.**
- The *ASHRAE Handbook* is the most visible reference material of the Society. The four volumes of the *Handbook* are used throughout the world to help educate the next generation of engineers. The *Fundamentals* Volume is often the first exposure that college students have to the Society. Being a part of the Handbook Committee gives you an opportunity to make a contribution on the next versions of the *Handbook* and to the future of the Society. On the committee, you get to work with members from a wide range of technical committees and backgrounds.



HISTORICAL COMMITTEE

Responsibilities (for Standing Committee Members)

General Overview

General Description of the committee: Composition of the committee is (7) seven voting members.

The Mission includes the sponsoring, encouragement and research into the history of advances of the arts and sciences of HVAC&R. Which includes conducting historical symposiums, seminars, etc. and sponsor historical displays at Society meetings, encouraging authorship and publication of articles of a historical nature, locating and identify items of historical significance, encouraging regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter, maintaining a catalog of literature of historical significance, to work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives and to maintain a MOP that describes the committee's overall methods and procedures of operation.

Term of Service: (3) three years as appointed by the President-Elect, there is no limitation to the length of service beyond the (3) three years.

Required Qualifications are a deep interest in the recording and preserving of history and a desire to serve Society and the industry.

Helpful qualifications, experience, interests, or skills: Service as a Chapter or Regional Historian is desirable, but not required. Experience in writing papers and publications is desirable. Organizational skills, research and/or library skills are also desirable.

Specific Time, Money, and Task Commitments

Attend the ASHRAE Annual (Summer) and Winter Conferences.

- The Historical Committee meets on Sunday following the opening of each meeting/convention at 8:30 a.m. and concludes at noon. The chair and vice chair attend the PEC meeting on Tuesday morning.
- Transportation: Transportation costs are paid by society for Voting Members only. No other expenses are reimbursed by Society. All Regional Historians are encouraged to attend, but as non-voting members, they do not qualify for transportation costs.
- Other Expenses covered by Society: This committee has a budget that is limited to the Leadership Recall Interviews conducted at each Winter and/or Annual Conference when candidates are available. The cost of the Historical Symposiums or Seminars are also covered by Society.
- Subcommittee work description. There will be sub-committee meetings prior to the meeting of the entire committee. You will be assigned to a couple of subcommittees and there is some work to do on those committees in between meetings.

The current sub-committees are:

Administrative/Archives Subcommittee: (3) members

- Review the ROB that pertains to this committee and compare it to the MOP to ensure it is in line with the Society objectives.
- Review the Reference Manual to ensure it accurately reflects the committee operations.
- Review the ASHRAE policy and guidelines for maintenance of the Society archives and make suggestions for preservation of Regional and Chapter history materials.

Communications/RVC guidelines Subcommittee: (3) members

- Provide guidance to Region Historians to encourage and maintain continuing interest in ASHRAE and Industry history on a regional/chapter level.
- Communicate with Region Historians to identify and publish historical project submissions.
- Communicate with Region Historians to identify Gold Ribbon award winners that could be considered for the Lou Flagg Award.
- Communicate with the Chapters for historical articles to publish in Insights or the ASHRAE Journal.
- Write / distribute via email and posting on ashrae.org/historical a “Historian’s Newsletter” 2-4 times a year – another way to encourage Region/Chapter historians.
- Review the Regional and Chapter Historian Guide and make revisions and additions as necessary.
- Seek significant historical materials to add to the AS HRAE Library from retired members and/or make appropriate purchases of significant books, journals artwork or artifacts as budget allows.

Awards/Leadership Voices Subcommittee: (3) members

- Oversee the processes for any awards under the authority of the committee (Lou Flagg Award, Milestone Marker, etc.)
- Coordinate and conduct the video taping of the Society Past President by ASHRAE staff and the professional videographer. Index all videos through ASHRAE staff.
- Verify that an appropriate waiver of disclaimer of rights is obtained, in writing, from interviewee. Maintain list of prospective interviewees and develop a schedule as budget allows.

125th Anniversary Celebration Special Subcommittee: (4) members:

- Oversee various approved funded projects for 125th anniversary
- Report updates
- Subcommittee will be disbanded after 2019-2020 SY as its work will be done.



Requirements between Annual and Winter conferences.

- Conference calls as required, most work is done through e-mail contact.
- Full committee meetings occur at each Winter and Annual Conference.
 - Transportation is covered by Society for voting members only.
 - Voting Members must cover personally, all other expenses including hotel and meals.

Time Requirement.

- Attending the Winter and Annual Conference is imperative since most business is conducted during the meetings.
- All other communications are by e-mail and can be accomplished as your time allows.
- Review of the MOP and Reference Manual are conducted annually with reports to be delivered at the Winter and Annual conferences.

For more information, go to www.ashrae.org/historical. Our MOP, ROB, Chapter and Regional Historians Guide, and meeting minutes can be obtained on the website. Also see the “Leadership Voices” area of the website to view the video interviews.

Chapter Technology Transfer Committee (CTTC)
Member Responsibilities
Updated 11/20/2024

General Overview

1. **General description of the position:** This committee shall provide efficient and effective transfer of current and relevant information throughout the HVAC&R industry. The committee shall develop and maintain high quality and readily available tools to enable chapters to offer informative and attractive industry-related information and programs to all target segments. The committee shall maintain a committee structure and membership that supports effective and enthusiastic activities by its volunteer members.
2. **Composition of the committee:** This committee shall consist of 21 voting members, including a chair, two vice chairs, 16 regional vice chairs, one Chapter Programs coordinator, and one Tech Hour Coordinator. There are also two non-voting members, consisting of a BOD Ex Officio member and a coordinating officer.
3. **Term of service:** Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by their term as president.
4. **Required qualifications:** Regional Vice Chairs shall hold Full Member grade for at least three years prior to the start of their term, be in good standing, reside in the Region they represent, and be nominated for the position by their respective CRC.
CTTC provides an opportunity for members to learn about the Society and develop leadership skills. Members liaise with other members and committees, develop and promote committee programs, develop and present CRC presentations, assist chapters with planning and scheduling programs, promote continuing education activities, update and revise committee procedures, and maintain the committee's website.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual and Winter Conferences:** CTTC meets during the Society Annual Conference in late June and the Winter Conference in late January, February, or early March. All members attend CTTC meetings on Friday from 8:00 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to noon. New members attend a virtual orientation in May or early June. The Chair reports to Members Council on committee activities at each Society conference.
 - a. **Who covers transportation?** Only transportation costs to two Society Conferences are reimbursed by Society. Room and board are not reimbursed. Incoming members are invited to attend the CTTC meeting at the Annual Conference, with transportation costs reimbursed. Regions may provide RVCs an allowance for expenses.
 - b. **Special events at conferences:** All committee members are invited to attend a "pay your own" dinner together on Friday evening.
2. **Requirements between Annual and Winter Conferences:** Subcommittee assignments and action items may require conference calls and/or email communications between conferences. RVCs are expected maintain on-going communication with Chapter CTT Chairs, monitor chapter programs, PAOE, and administer CTTC Award Programs.

3. **Subcommittee work description:** CTTC has two subcommittees: Member Services and Operations. These subcommittees meet during each Society conference and at least once in between each conference.
4. **Individual workload and anticipated time requirement per month:** CTTC members may spend 1-8 hours per month on committee activities depending on their position and time of year.
5. **Attend your Chapters Regional Conference (CRC) each year:** CTTC RVC's typically attend CRC from Thursday through Saturday night or Sunday morning. They make the CTTC Workshop Presentation for CTT Chapter chairs, participate in the regional awards presentation, and report during the business meeting. CRC transportation costs are paid by Society. For regions with spring CRCs (VI, VIII, XI), new RVCs attend as the Incoming RVC. The outgoing RVC would present the workshop and incoming RVC watches and learns. Typically, the current RVC asks the incoming RVC to help with a part of the workshop so they have a chance to participate with their incoming chapter chairs.
6. **Attend your Regional Planning Meeting each year:** The purpose of the Regional Planning Meeting is to plan the Region's activities for the year, setting goals, and developing a Regional MBO plan. All regional officers are expected to attend the meeting.
7. **Chapter visits:** Based on need identified by the DRC, the CTTC RVC is expected to visit selected Chapters in their Region. Transportation costs are paid by Society. The chapters typically pay for your hotel and meal costs. The Region picks up the cost if the chapter is not able to.

For additional information regarding CTTC Programs and Activities, visit www.ashrae.org/cttc.

Honors & Awards (H&A) Committee
Member Responsibilities
Updated 11/20/2024

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; in addition, a BOD ex-officio member and a coordinating officer are assigned. Occasionally, consultants with special knowledge are asked to be non-voting members.
3. **Term of service:** Service on the H&A Committee is intended to be for a 3-year period. However, appointments are made each year by the President-Elect for the administrative year covered by their term as president.
4. **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.

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, revise and update committee procedures and forms, and maintain the committee's website.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual and Winter Conferences:** H&A meets during the Society 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 and Monday afternoons. New members attend a virtual orientation in May or early June. The Chair reports to Members Council on committee activities and recommendations at each Society conference.
 - a. **Who covers transportation?** Only transportation costs to two Society Conferences are reimbursed by Society. Room and other expenses are not reimbursed. Incoming members are invited to attend the H&A meeting at the Annual Conference, with transportation costs reimbursed.
 - b. **Special events at conferences:** 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 and participates in the award presentation.
2. **Requirements between Annual and Winter Conferences:** Subcommittee assignments and action items may require conference calls and/or email communications between meetings.

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

3. **Subcommittee work description:** Each H&A member (other than the Chair) will serve on one of the following subcommittees: Personal Awards, Paper and Pass-Through Awards, Media or Planning.
4. **Individual workload and anticipated time requirement per week or 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 submission deadlines, at least 12 hours will be required to evaluate candidates for awards.

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



Responsibilities for Membership Promotion Committee Members

General Overview

Membership Promotion Committee publicizes the goals, activities, achievements, and scientific and educational purposes of the Society to encourage qualified persons to apply for membership. The committee also monitors the Society's membership demographics and, where appropriate, adjusts or creates programs to ensure that individuals from all demographic backgrounds are being equally attracted to ASHRAE. This committee reports to Members Council.

The committee is made up of the chair, two vice chairs, 15 regional vice chairs, 2 staff liaisons, board ex officio, and coordinating officer.

Term of Service for 15 regional vice chairs is three years as recommended by each region executive session and approved by the president. The term of service for vice chairs and chair is one year each. The First Vice Chair assumes the Chair's role and the Second Vice Chair moves into the First Vice Chair's position.

Required Qualifications of the regional vice chairperson shall be Members of the Society in good standing, and shall have been Members for 3 years prior to the start of their terms.

Helpful qualifications, experience, interests or skills Promoting ASHRAE membership is very important. Another important qualification is the desire to share your personal story about becoming an ASHRAE Member and the benefits, both professionally and personally, that you have experienced. Because regional vice chairs perform training and guidance for the chapters, leadership competencies are essential. Finally, one of the most important qualifications or skills necessary would be the ability to sell. It is very difficult to sell something you do not believe in. Being able to communicate your ASHRAE experience is very important. ASHRAE offers every member the opportunity to grow both professionally and personally. You will develop public speaking, communication, and presentation skills as part of this position in ASHRAE.

Specific Time, Money and Task Commitments

- I. Attend the ASHRAE Annual (June) and Winter (January) Conferences: 1. You will typically fly in on a Thursday and have meetings/events all day Friday and Saturday. You can fly home Saturday night or on Sunday evening (Annual Conference), depending on the city and the flights available. The Saturday meeting usually ends at 3:00 PM. The Annual Conference is typically in late June and also has Centralized Training for Chapter MP Chairs on Sunday and the Winter Conference is in late January. RVCs may also be required to attend Centralized Training events hosted around the globe, depending on need.
2. Who covers transportation? Transportation costs to the Annual and Winter Conferences are paid by Society. Transportation is cost of transportation to the meeting only. Room and board are not reimbursed. Check with your Director and Regional Chair (DRC) for the possibility of funds available from your regional fund for room and board reimbursement. Some regions may reimburse some or all of these expenses. Transportation is also covered for attendance at Centralized Training events.

3. Detail any expenses covered by the region. Many regions cover additional expenses you may have. For example, some regions provide RVC's with an annual stipend. Other regions cover certain expenses for regional activity only. Some North American regions cover some of the additional expenses you will have such as CRC meeting registration, CRC lodging, etc. However, please confirm this with your DRC. Region XIII and RAL are handled differently, because of the travel expense in those regions, and clarification of expenses paid should be verified with the Region XIII and RAL DRC.
 4. Special note for expenses covered by region for incoming positions. For the Annual Conference, you would attend the meeting as the *incoming* RVC and the outgoing committee member would attend as the current RVC. ASHRAE covers the transportation of both current and incoming RVCs at Annual Conferences only. Transportation for current RVCs is covered at the Winter Conferences.
 5. Sub-committee work description. The Friday meetings are for standing committee sub-committees. You will be assigned to two or more sub-committees and there will be assigned action items to each RVC between meetings. Membership Promotion Subcommittees are:
 - Recruitment
 - Chapter Chair Training & Development
 - Member Communications
 - Retention
 - Executive Committee (comprised only of the chair, vice chairs, subcommittee chairs {at the discretion of the Chair}, board ex officio, and staff liaison)
 - Special events to be aware of at this meeting. There is typically a dinner on Friday night with your fellow committee members. The Saturday meeting is for the full committee (all RVCs from the various regions), and on Sundays during the Annual Meeting, we host a Centralized Training session. The Chair and Vice Chairs are expected to attend Members Council on Tuesdays. There may also be other receptions that are sponsored by the committee that will require your attendance.
- II. Requirements between Annual and Winter Conferences:**
1. Describe frequency of conference calls. As a subcommittee member, you will be asked to participate in one spring and one fall teleconference subcommittee meeting. The teleconference sub-committee meetings are typically one hour.
 2. List anticipated face-to-face meetings in spring and fall. At this time, there are no other face-to-face meetings in the spring or fall. The Chair may be requested to attend additional Members Council meetings outside of the Annual and Winter meetings.
 3. Describe individual work load and anticipated time requirement per week. Please refer to the Membership Promotion RVC – Calendar of Duties which is on the ASHRAE Web Site. The time

you invest in your duties will depend on many factors. However, as a general rule, most RVC's spend between 4-6 hours a month performing their RVC duties.

III. Attend your Chapters Regional Conference (CRC) each year: Typically you can fly in on a Thursday and fly home on a Saturday night or Sunday morning. You will present the workshop for chapter Membership Promotion chairs at your CRC (you will get training for this at the Annual Conference). It is important for you to coordinate your attendance with your DRC. You are also responsible for presentation of regional membership promotion awards. Verify with your predecessor what this consists of.

2. Who covers transportation? Transportation costs are paid by Society.

3. Detail any expenses covered by the region. Some North American regions cover many of the CRC expenses. Please verify with your DRC.

4. Special note for expenses covered by region for incoming positions. For regions with spring CRCs (VI, VIII, and XI), you would attend as the *incoming* RVC. The outgoing RVC would present the workshop and incoming RVC watches and learns. Typically the current RVC asks the incoming RVC to help with a part of the workshop so they have an opportunity to participate with their incoming chapter chairs. For Fall CRCs, the new RVC conducts the workshop and the former RVC's attendance is optional. Society reimburses transportation costs for both the current and incoming RVCs.

IV. Attend regional planning meeting: 1. Attendance at your regional planning meeting is critical for planning the upcoming year and your regional activities. The meeting length, location, and time of year will depend on when whether your CRC is held in the spring or fall. Some regions conduct regional planning in a one day meeting at a central regional location. Some are two-day planning sessions. Others are conducted via web meetings. Some are combined with other regional activities such as President-Elect Training. It is important to verify how your regional planning meeting is conducted and what expenses are covered by the region. Your responsibility is to report on the Membership Promotion Committee activity and gather input from your regional leadership. It is also a time to discuss other regional activities such as nominations, honors, and awards. Other fun or entertaining activities may be planned around the meeting and those are generally optional.

2. Who covers transportation? Transportation costs are paid by Society.

3. Detail any expenses covered by the region. The region generally covers the food expense and sometimes lodging for this meeting but again, please verify with your DRC.

V. Chapter Visits:

1. Based on need identified by the DRC in the Region, the MP RVC may be expected to visit 2-3 selected Chapters in their Region. Transportation costs are paid by Society. The chapters are typically asked to pay for your hotel and meal costs. The region generally picks up the cost if the



chapter is not able to. Chapter visits are also an opportunity to visit employers, give an extra workshop, attend a board of governors meeting, etc. Have all proposed or planned chapter visits reviewed and approved by the DRC.

- VI.** Assisting Chapter Chairs during the course of the year. Often times a simple phone call is all it takes to prompt someone to act. Everyone is very busy in their personal and professional life. If you make contact with the chair you will be proactive and show them that you care. Communication to your chairs is very important. A quarterly newsletter emailed to every chair in your region gives you the opportunity to communicate important information and data to them. This may prompt communication from them. You should attempt a monthly call to all chapters, but particularly struggling chapters for encouragement and support. There are many ways to work with the chapter chairs throughout the year. Please refer to the Membership Promotion RVC – Calendar of Duties which is located on the ASHRAE web site.
- VII.** As Membership Promotion RVC, you will be part of something much bigger than your chapter or even your region. As part of this committee, you will meet and make friends from around the world! People you would otherwise never have met will be working with you for the common purpose of promoting ASHRAE membership. You will have access to a global network of experience you can share and learn from. You will also make many new friends and probably run in to some old friends as well. Grassroots committee work in ASHRAE is very rewarding both personally and professionally. You will develop leadership experience through your work on this committee and through your work at the local and regional level as well. Grassroots committee work is unique in that you are working for the member – all 57,000 of them. We conduct a lot of business and do a lot of work, but we also have a lot of fun doing it!

Visit <https://www.ashrae.org/communities/committees/standing-committees/membership-promotion-committee> for more information about the role of the Membership Promotion Committee and their related resources.

Updated February 24, 2022



NOMINATING COMMITTEE Job Description

The function of the members of the Nominating Committee is to select nominees for the elected officers and members of the Board of Directors, both Directors-at-Large and Director and Regional Chair.

1. The basic tenet of the Nominating Committee is that “the office shall seek the person, rather than the person seeking the office.” Because of this policy, the committee’s basic responsibility is to select those nominees who, it believes, can best serve the interest and objectives of the Society.

2. There are three meetings of the committee normally held during the year; the first in the fall, the second during the Society Winter Meeting and an orientation held at the Annual Meeting. If a member representing a region does not attend the fall meeting, he/she becomes the alternate and the alternate becomes the member for the remainder of the Society year. If a Board-elected member cannot attend a meeting, an alternate is appointed to take his/her place. The member reverts to alternate status in accordance with the Manual of Procedures.

3. The regional member and alternate attend all meetings of their region’s CRC including the caucus and executive session. The regional member chairs the caucus and executive session. Following this session, he/she reports the results to the Nominating Committee Secretary at Society headquarters.

4. Members and alternates review biographical information on all candidates for officers and directors. Meetings of the Nominating Committee are closed, and the deliberations of the committee are secret. No member or alternate may divulge information on the work or discussions of the committee.

5. Any member of the Nominating Committee whose name is suggested as a candidate for nomination shall either resign from the committee or irrevocably withdraw as a candidate.

6. At the fall meeting of the committee, the list of proposed candidates for each office to be filled is developed, but no final selections are made.

7. After the fall meeting, proposed candidates are contacted to determine their willingness to serve and to advise them of the responsibilities and demands on their time resulting from possible election. The committee chair contacts proposed candidates for officers. Committee members, as designated by the chair, contact proposed candidates for directors.

8. After the winter meeting, the chair and designated committee members advise all proposed candidates of the slate of nominees.

2016/11/1



PLANNING COMMITTEE

Member Responsibilities

GENERAL OVERVIEW

1. General description of the position: The Planning Committee (PLC) is responsible for ASHRAE's long-range and strategic planning activities on a continuing basis.

The PLC role is to assist the Board of Directors (BOD) and the organization to think strategically in planning for the future. These activities include determining methods for soliciting creative ideas from the membership, assessing capabilities, making strategic assessments, formulating strategies, and recommending new initiatives to the BOD for adoption as strategic goals on an ongoing basis. The PLC reports to the BOD.

2. The members of this committee are as follows:

A. Between nine (9) and twelve (12) voting members, including a chair and vice chair

a. During the three-year strategic planning cycle, two-years for strategic plan development and one year following the launching the strategic plan, it is recommended that the membership of Planning be at the maximum allowed.

b. During the two-year "gap" of a five-year strategic plan duration, it is recommended that the membership of Planning be at the minimum allowed.

B. In addition to the chair and vice chair, voting members shall include

1. one Director-at-Large,
2. one Director and Regional Chair,
3. one member who is serving on the YEA Committee at the time of appointment, and
4. two members in good standing who have not served on the Board of Directors,
5. up to five (5) additional members of the Society who are serving or have served as Board members

C. Non-voting members include the Executive Vice President and one Staff Director.

3. Term of Service: With the exception of the Society Vice President, the Executive Vice President, and the staff director, service on this committee is intended to be for a 3-year term.

Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. The Society Vice President shall serve two years contingent on his/her election as a Society Vice President and his/her appointment by the President-Elect.



The Executive Vice President shall be a permanent non-voting member of the committee.

4. **Required Qualifications:** All voting members except the member who represents YEA must hold the grade of Full Member or higher in the Society.
5. **Helpful qualifications, experience, interests, or skills:** Strongly preferred qualifications include demonstrated ability in strategic, forward thinking and a broad understanding of recent past, current, and potential issues facing the Society. It is also preferred that several PLC members are able to clearly articulate strategic concepts to help facilitate strategic discussions with the BOD ExCom, during the BOD fall planning session, and other interactions with the BOD.

SPECIFIC TIME, MONEY, AND TASK COMMITMENTS

1. Attend the ASHRAE Annual (Summer) and Winter conferences.

- a. The PLC meets on Friday, the day prior to the Annual and Winter conferences. If a PLC member is assigned to liaise with a council or committee, the member should plan to be present for the appropriate council or committee meetings held during the Annual and Winter conferences as well as to participate in conference calls of the council or committee. Frequently, PLC members elect to attend most of the Annual and Winter conferences to maintain familiarity with current Society issues and become aware of strategic directions the Society may pursue.
- b. Transportation costs are paid by the Society.
- c. Subcommittee work description: There are no on-going PLC subcommittees; however, there are likely to be subcommittees formed per the prerogative of the PLC chair to carry out committee MBOs or for other reasons. It may be determined that these subcommittees will meet during the Annual or Winter conferences.
- d. Special events to be aware of at the Annual and Winter conferences: Because the PLC is responsible for guiding the BOD through its strategic planning activities, there may be special BOD sessions held during Annual and Winter meetings that require PLC participation.

2. Requirements between Annual and Winter conferences.

- a. Describe the frequency of conference calls: The PLC holds at least one conference call in the fall and one in the spring following the Annual and Winter conferences. Typically, the PLC will hold two or three calls in the periods between the Annual/Winter/Annual conferences. Subcommittees formed to carry out committee MBOs are likely to also

hold conference calls, depending on what the subcommittee leads determine is necessary. Committee and subcommittee conference calls are two hours or less in duration.

- b. PLC does not hold regular face-to-face spring or fall meetings; however, if the BOD determines it wishes to hold a special strategic planning session, then PLC members may be required to attend this meeting.

Typically, the BOD conducts its annual strategic planning discussions during the fall planning session concurrent with the fall BOD meeting (usually occurring mid-October to early November). Some PLC members who are not current members of the BOD may be invited to participate in this session.

- c. Describe individual workload and anticipated time requirements per week (or month): Most of the individual workload is determined by the individual's assignment to support the PLC chair's MBOs. Work is likely to occur in bursts, requiring up to a few hours per week over a short period of time.

Once activities supporting an assigned MBO are completed, then the individual's workload is minimal beyond what is necessary to be familiar with committee activities (a few hours here and there). The committee chair workload consistently averages a few hours a month with extra time needed to prepare for special events, such as the fall BOD planning session and the Winter and Annual conferences.

3. **Other committee activities of which a prospective member should be aware.:**

Strategic leadership of the Society is the Board's most important role, and PLC members enjoy the strategic thinking and big-picture perspective when looking forward on the Society's behalf. Members are also able to weigh strategic ideas and make recommendations to determine which is the most appropriate for the Society to pursue, anticipate the steps that must be taken in pursuing the ideas (most importantly, gaining BOD member support for the ideas), facilitate implementation of those steps, and evaluate impact when a change has been implemented.



Publications Committee Member Responsibilities

General Overview

1. *General description of the position:* Publications Committee identifies the technical information needs of the HVAC&R industry not met through the ASHRAE Handbook series, ASHRAE's research journal, standards, guidelines, or user's manuals and oversees editorial policies and delivery of products to the marketplace. This committee also determines the recipient of the Journal Paper Award, which is awarded to the best technical feature article published in the volume year of *ASHRAE Journal* preceding the ASHRAE Winter Conference.
2. *Composition of the committee:* Broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.
3. *Term of service:* Three (3) years. Appointed by president-elect.
4. *Required qualifications:* All committee members shall be Associate Member or higher. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry. At least three members should have recent experience with the production or writing of technical publications or periodicals.
5. *Helpful qualifications, experience, interests, or skills:* Interest in the reading and review of technical publications, including those outside area of expertise.

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual and Winter Conferences.
 - Planning Subcommittee meeting, which also includes PTAR Subcommittee, may be in person but will likely be held virtually prior to each conference.
 - Committee meeting is held in person at each conference on Saturday from 8:00 a.m.–noon.
 - Transportation costs are paid by the Society. Transportation costs are the costs of transportation to the meeting only; room and board are not reimbursed. See the Travel Reimbursement Policy for details.
 - Committee members who volunteer to be TAC Section Liaisons will have responsibilities before each conference of contacting TC chairs to communicate about older ASHRAE publications that need review and any upcoming or suggested publications the TC might have. During each conference, TAC Section Liaisons may attend the TC/TG/MTG Chair's Breakfast (held from 6:30 to 8:00 am on Sunday morning) and distribute Publications Committee handouts to the chairs present and communicate with them about any older, upcoming, or suggested publications they might wish to speak about and then report the chairs' responses to the Publications Committee.

2. Requirements between Annual and Winter Conferences.

- All members of the committee are responsible for thoroughly reading *ASHRAE Journal* each month. Scoring technical articles each issue and voting for a single winning article for the Journal Paper Award at the Winter Conference are required of all committee members.
- There may be one conference call per month for the entire committee.
- Reviewing Special Publications proposals prior to conference calls or meetings is required of the entire committee as needed.
- Committee members may be assigned to one or more subcommittees, and there may be virtual subcommittee meetings between the conferences.
- Committee members appointed to the PTAR Subcommittee review submitted Publication Topic Acceptance Requests (PTARs) and meet virtually to discuss them as needed.
- All committee members discuss submitted PTARs and vote to accept or reject them before passing the results along to the Research Administration Committee (RAC) as needed.
- Committee members who volunteer to serve as liaisons to other ASHRAE committees need to communicate with those committees prior to the Annual and Winter Conferences and report to the entire committee at the conferences.

3. Other Committee Activities of which a Prospective Member Should be Aware.

Members of the Publications Committee should

- have an influence in the *ASHRAE Journal* monthly topical themes,
- encourage or be aware of all new publications that the Society has in the pipeline,
- get involved in publication conflict resolution,
- make recommendations for ASHRAE Bookstore additions,
- meet and interact with members that one might otherwise never have occasion to know, and
- learn by reading the entire *ASHRAE Journal* each month.

As for upward mobility, it has been common for the chair to join the Publishing and Education Council upon completion of their tenure as committee chair or to move laterally to another standing committee.

See <https://www.ashrae.org/communities/committees/standing-committees/publications-committee> for rules on the committee's scope and membership.



Refrigeration Committee for Comfort- Process - Cold Chain Committee

Member Responsibilities

General Overview

1. General Description of the position: The Refrigeration Committee is responsible for promoting refrigeration education and development in the field of refrigeration at the chapter, regional and international levels of ASHRAE. The committee consists of a Chair, Vice Chair and ten (10) voting members. The chair of the committee shall be a non-voting member of the Technology Council.
2. Term of Service: Service on this committee for the members is intended to be for a 3-year term. Service on this committee for the Chair, Vice Chair, BOD exofficio and Coordinating Officer is intended to be for a one-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. The chairman of the committee shall be a non-voting member of the Technology Council. Members of the Refrigeration Committee are appointed by the President-Elect.
3. Required Qualifications: Committee members should have experience and interest in some aspect of refrigeration.
4. Helpful qualifications, experience, interests, or skills: Past participation in ASHRAE refrigeration technical committees, standing committees and chapter/regional activities is also desirable. Two voting members should have an international background or experience.

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Meetings.
 - Describe what dates they need to be there: Sunday, 8am-12 pm.
 - Who covers transportation? Transportation costs are paid by society. Transportation is cost of Air fare or mileage to the meeting only. Hotel and meals are not reimbursed.
 - Detail any other expenses covered by Society. Conference calls have US 800 numbers.
 - Subcommittee work description. There will be sub-committee meetings prior to the meeting of the entire committee. You will be assigned to a couple of subcommittees and there is some work to do on those committees in between meetings.
 - The current sub-committees/programs: Education, TC Liaison, Publications, Program, Research.
 - Special events to be aware of at this meeting. There is often a Refrigeration Committee dinner meeting at the Winter or Annual Meeting.
2. Requirements between Annual and Winter meetings.
 - There are 1 or 2 conference calls between meetings.
 - Usually there are no face-to-face meetings in spring and fall.
 - Describe individual work load and anticipated time requirement per week (or month).
3. Serving on the refrigeration committee is a great way to work with some of the top people of the refrigeration field. The exchange of information and the networking is very beneficial.



Research Administration Committee

Member Responsibilities

General Description of the position:

RAC administers millions of dollars annually in research-related expenditures. RAC is responsible for helping TCs formulate well-designed research projects. Our process involves:

1. Reviewing the proposed topics (RTARs) and suggesting to TCs directions for research in keeping with ASHRAE's goals as voiced by the members – the Research Strategic Plan
2. Then developing a biddable document – the Work Statement (WS)
3. Assisting the TC to evaluate bids on the WS
4. Monitoring the progress of the research project
5. Making sure the results of ASHRAE research are applied – especially to ASHRAE products, such as

RAC is also responsible for evaluating Grants in Aid (GIA), support to graduate students in the HVAC&R industry, to attract the brightest, most innovative talent to involvement with ASHRAE. Each year RAC makes 10 to 20 grants to students. We also recognize a young researcher on a university faculty through the New Investigator Award (NIA).

Finally, we recognize extraordinary efforts by ASHRAE volunteers through the Homer Addams Award and the Service to ASHRAE Research Award.

1. Composition of the committee: There are 14 voting members, including a Chair, Vice Chair, Chairs of 2 subcommittees, and 10 Research Liaisons. There are also non-voting consultants serving on RAC from AHRTI, CIBSE, and IAQA.
2. Term of Service: 4 years. (Elected by Board of Directors.)
3. Required Qualifications: (Rules of the Board 2.421.003) You must have been an active Member of ASHRAE for at least 5 years, regularly attending ASHRAE Summer and Winter meetings, and serving on more than one Technical Committee or Standing Standards Projects Committees for more than 10 years in aggregate. Being active in ASHRAE research activities is also essential. It is preferable to have served on another standing committee previously.
4. Helpful qualifications, experience, interests, or skills: Because RAC must make sure that proposed research projects are feasible and useful, on-going projects are on schedule, candidates should have experience conducting, reviewing, contracting for, and administering research. We also seek to have a broad scope of expertise among RAC members.

Specific Time, Money, and Task Commitments

Normally RAC meets four (4) times per year, at the Annual and Winter Meetings of the Society and at the Fall and Spring Tech Weekend meetings. Fall and Spring meetings may be held via teleconference.



Transportation costs are paid by ASHRAE. Transportation cost covered is the cost of transportation to the meeting only. Meals and incidentals, ground transportation, parking, etc.

are not reimbursed.

RAC is very time-intensive – both at the Summer and Winter meetings, and between meetings. During the Summer and Winter meetings especially you will have very little time for non-RAC- related activities. However, you will also have an opportunity to work closely with the 10 TC Sections and will expand your technical subject familiarity through this interaction. RAC is a highly visible committee.

1. Attend the ASHRAE Annual (Summer) and Winter Meetings.
 - RAC meets two weeks prior to Society meetings via teleconference and on Saturday, and Wednesday mornings at Society meetings. From Sunday through Tuesday, you should attend the Research Subcommittee meeting of every TC in the TC section to which you are assigned (typically about 10 TCs). If possible, it is desired that you also attend, at least briefly, each TC meeting. RAC also has a breakfast meeting for TC Research Subcommittee Chairs on Monday at 6:30 am, which is a convenient way to meet with all your TC Research Committee Chairs at one time..
 - RAC has two subcommittees (Research Planning and Research Activities). You will be assigned to one. Each subcommittee has specific duties to either review research topic acceptance requests (RTARs), and evaluate applications for awards and grants or review draft work statements (WSs), and evaluate proposals. Most subcommittee work is done between meetings.
 - ~~RAC members traditionally go to dinner together on Friday night.~~

Before the meeting

About one month before the meeting, you will receive submitted research topics and work statements for review, as well as pending bids and unsolicited research proposals. Before the winter fall, and spring meetings, you will also receive nominations for awards. You should complete your review assignments and send your recommendations to ASHRAE Manager of Research and Technical Services (MORTS) at least 2 weeks before the meeting. The time needed to review the materials depends upon the number of award nominations, research project topics, work statements, and research proposals submitted, but you should count on needing 8 to 20 hours to complete all reviews.

RAC also now meets two weeks prior to each Society meeting for approximately 2 hours via web meeting in order to handle some business that was previously handled at a Friday afternoon meeting at the Society meeting. This change allows RAC members to travel on Friday instead of Thursday to Society meetings.

During the Meeting

Friday afternoon RAC – 2 to 6pm

RAC meets to evaluate proposed research topic (RTARS), draft work statements (WS), and awards, and to address any pending action items for RAC (from Tech Council, the BoD, or previous RAC activities).

Saturday RAC – 7 am until Plenary Session (3 pm)

RAC meets to evaluate proposed research topic (RTARS), draft work statements (WS), and awards, and to address any pending action items for RAC (from Tech Council, the BoD, or previous RAC activities).

Sunday, TAC Section Breakfast for TC Chairs – 6:30 to 8am

You should try to attend this breakfast to communicate with the TC chairs in your section one-on-one to discuss any pending research issues with the TC

Monday, Research sub-Committee Chair Breakfast, 6:30 to 8 am

- Meet your section's Research Subcommittee Chairs.
- Discuss any research issues with your TCs, (revising work statements, monitoring current research projects, etc.)

Sunday – Tuesday, During the Meeting

- Try to attend the Research Subcommittee meeting of every TC in your section to answer questions, help the TC prepare or review RTARs or WS, deal with questions or problems about ongoing research projects, remind the committee about pending action items, or generally answer questions about ASHRAE research. This is usually about 10 TC Research Subcommittee meetings!
- Try to attend every TC meeting, or at least to drop by and see if there are any questions..
- Attend any proposal evaluation subcommittee (PES) in your section. The PES reviews bids on work statements and recommends selection of a contractor to do the project. f

Wednesday morning RAC – 7 to 11 am

- Review and vote to approve the TCs' decisions on awarding research projects
- Section reports – report on the status of any outstanding issues in your section.

2. The Spring and Fall Tech Weekends

RAC evaluates RTARs and WS submitted by TCs 4 times a year. Lately, the spring and fall reviews have been conducted by telephone conference call. This is usually two 3-hour conference calls.

During the fall meeting that also select the Service to ASHRAE Research Award recipient. At the spring meeting, they select the Graduate Student Grant-in-Aid recipients for the coming Society year.



3. Requirements between meetings

You will keep in touch with your TCs, receive preliminary RTARs and draft WS, review and edit them, and return them with comments. The objective is to help the TC fashion an acceptable RTAR or WS before it is sent to the entire RAC for review – ideally, this will enable RAC to approve it on first submission. The time required will vary, but typically will be 2 to 5 hours per month.

Other Information

Individuals and corporations donate to ASHRAE research. Many contributions are made in memory of a deceased member. Hundreds of TC volunteers design, monitor, evaluate, and apply ASHRAE research. It is our job to exercise technical and fiscal due diligence on the ASHRAE research budget; it should be prudently and productively spent.

You will be very, very busy on RAC. But you will also work closely with similarly committed individuals from all areas of the HVAC&R industry. You will have an opportunity to guide ASHRAE's \$2-3 million/year research activities; make sure ASHRAE research results are disseminated and applied; recognize talented newcomers to our industry; obtain expertise in developing research work statements, evaluating proposals and monitoring research projects. You will also work with other research-sponsoring organizations – AHRI, CIBSE, IAQA, EEB-Hub. –in a role that helps define ASHRAE's key interactions with them.

ASHRAE Research Web Page - <http://www.ashrae.org/research>

Revised 4/18/2018



Research Promotion Committee Member Responsibilities

General Overview

1. General Description of the position: The RP Committee is responsible for overseeing and coordinating all fundraising activities at the Chapter and Regional levels. Funds are raised to support five separate funds: Research, Education, ASHRAE General Fund, Endowed support (ASHRAE Foundation), YEA, and ASHRAE held Scholarships. YEA and Scholarship support began with the 2013-14 RP Campaign.
2. Composition of the committee: ExCom (5), Committee (14), and Nonvoting Positions which include a Board ExO and ARC President/Representative.
3. Term of Service:
 - a. ExCom: 4 year term: Years 1-3 serving as Vice Chair (4 Vice Chairs), Year 4 serving as Chair
 - b. Committee: 3 year term
4. Required Qualifications: No required qualifications but experience as RP Chair at the Chapter level is highly desired.
5. Helpful qualifications, experience, interests or skills: The two most important skills that an RP Committee member needs are: a willingness to solicit funds from every type of donor (members and non-members/companies) and the ability to think beyond the needs and desires of their home Chapter/ Region to see the “big picture” of ASHRAE fundraising. Even though RP-RVCs serve as a Regional representative, they must think beyond what their high performing region does easily or what’s best for their small home chapter and look at how best to engage all members, and all companies from the entire Society. They also must be willing to become actively engaged with their Chapter RP Chairs, assisting whenever possible and working with staff to better serve the volunteers. Additional Interests & Skills: Fundraising, Public speaking, learning more about the research program of ASHRAE, actively participating in various Chapter fundraising activities, and actively participating in the training of Chapter Volunteers.

Specific Time, Money and Task Commitments

1. Attend the ASHRAE Annual (summer) and Winter Conferences:
 - a. You will typically fly in on Friday afternoon and meet from 7:30am – 1pm on Saturday at the Winter Conference and from 7:30 – 3pm on Saturday at the Annual (summer) Conference. The first portion of the Annual Conference is the RP Committee Meeting and the second portion is training, brainstorming, and planning for the upcoming RP Campaign that begins on July 1. New and returning RVCs are expected to attend both sessions on Saturday during the Annual Conference. In addition to the committee meeting during the Winter Conference, RVCs are invited and encouraged to attend the President’s Luncheon on Monday. They are also encouraged to visit and speak with Regional donors at the AHR Expo. The Annual Conference is typically in late June and the Winter Conference is in late January. A complete list of future dates and locations may be found on your Membership Card.

- b. Transportation costs are paid by Society. Transportation is cost associated with travelling to the meeting only and follows ASHRAE's existing Transportation Policy. Room and board are not reimbursed. Some regions may help pay for a portion of these other costs. Please confirm with your DRC what costs might be reimbursed thereby.
 - c. Please check with your DRC for Regional specifics. RVC's have their travel expenses covered by Society to attend their CRC (Spring CRCs only) and the Annual (summer) Conference just prior to becoming the RVC.
 - d. There are no standing Sub-Committees.
 - e. Special events to be aware of at these meetings. There is a casual "Friday Night Dinner" at a local restaurant, allowing the committee to socialize together. Attendance at this dinner is not required but typically everyone comes. All RVCs are invited to attend the President's Lunch at the Winter Conference and highly encouraged to attend if their Region has a Platinum or Golden Circle (\$10,000+) donor.
2. Requirements between Annual and Winter Conferences:
- a. Full RP Committee conference calls are rare but RVCs do participate in 4-5 Conference Calls with the assigned RP-Vice Chair and are encouraged to have quarterly conference calls with their chapters to check on progress. The exact schedule of Vice Chair/RVC Conference Calls are set at the Annual Conference for the upcoming Campaign year. They are also encouraged to participate in the "Lunch & Learn" programs conducted by Staff throughout the year.
 - b. Outside of the CRC, and two Conferences, Region I-XII RVCs are expected to attend one Centralized Training session. These are traditionally held in Chicago (O'Hare-Rosemont area) in August and September. The exact schedule and locations are determined by the RP Committee during the Winter Conference for the upcoming Campaign year. While RVCs may not be directly responsible for training, they are responsible for coordinating and ensuring that all of their RP Chairs attend at least one training session (a total of three are conducted) and participate in a Regional break-out and topic specific break-out sessions during the training they attend at the regional level. RVCs are expected to attend the Training review on Friday afternoon (typically beginning at 3pm) and Friday Night Dinner prior to Training. The Training schedule is set to allow all participants to depart from the training hotel area no later than 3:00pm on Saturday. Friday Night Dinner and lunch on Saturday are provided to all participants.

Region XIII and RAL RVCs will participate in RP Staff led during each Region's CRC. The schedules for each training are determined in cooperation with the DRC and CRC Chair. CRC Training must last a minimum of 6 hours, may be split over separate days, and not take place during scheduled CRC social events.

- i. Centralized Training transportation costs only are covered by Society. RVCs should check with their DRC about whether the region reimburses them for room and board expenses or a portion thereof.
- ii. All RVCs are expected to make a donation to one of the funds of the RP Campaign. This gift is a minimum of \$100 but most make larger investments.

- c. RVCs are expected to be in regular (minimum monthly) contact with their chapters to check on status and pass along Headquarter messages and action items. In addition, they should be able to answer Headquarters' and RP-Vice Chair questions promptly. Each Campaign runs from July 1st to June 30th with the busiest months of the campaign being July – September, November-December and May-June. Contacts with Chapters should increase during these months. In addition to contacting Chapter RP Chairs, the RVC is often asked to personally contact major donors (approximately 10-20) in the Region. These personal calls should take no more than 2-3 hours in February and 2 hrs in June. Each Region is different and if there are specific questions about the exact number of calls, donors and contact schedule, please ask the ASHRAE RP Staff.
3. Attend your Chapters Regional Conference (CRC) each year:
 - a. Please check with your DRC for specific Regional information. There is no official Training or meeting held at CRCs for RP, with the exception of Region XIII and RAL. Chapter RP Chairs' transportation costs to the CRCs are not reimbursed by Society, with the exception of Region XIII and RAL. These two Regions conduct their Training at the CRC and therefore transportation is reimbursed. RVCs are welcome to hold an informational meeting at the CRCs for those in attendance but there is no set program required. In order to qualify for PAOE Bonus Points and \$100 incentive, a 2-hour minimum training/informational meeting must take place. This meeting is specifically designed for RP Chairs and other volunteers interested in the RP Campaign or Fundraising. It may not be one part of an existing 2-hour meeting. Display materials, PowerPoints, etc. may be requested from RP Staff. RVCs typically present the previous year's RP Awards, as applicable.
 - b. Transportation costs are paid by Society.
 - c. Please check with your DRC for specific Regional information.
4. Attend regional planning meeting:
 - a. Please check with your DRC for specific Regional information.
 - b. Attendance at your regional planning meeting is critical for planning the upcoming year and your regional activities. The meeting length, location, and time of year will depend on when your CRC is held – whether in the spring or fall. It is important to verify how your regional planning meeting is conducted and what expenses are covered by the region. Your responsibility is to report on the regional RP Committee activities and gather input and feedback from your regional leadership. It is also a time to discuss other regional activities such as nominations, honors, and awards.
 - c. Transportation costs only are paid by Society.
 - d. Please check with your DRC for specific Regional information. Several regions generally cover some of these expenses for this meeting but please verify this with your DRC.
5. Chapter Visits
 - i. Based on the need identified by the DRC in the Region, the RP RVC is expected to visit 2-4 selected Chapters in their Region each year. Transportation costs only are paid by Society. The chapters are typically asked pay for your hotel (as applicable) and meal costs. The region generally picks up the cost of what the chapter is not able to pay.

Chapter visits are also an opportunity to visit employers, give an extra workshop, attend a board of governors meeting, etc. Review all chapter visit schedules with your DRC for approval thereby.

6. The RP Committee is more than “just” Fundraising. It’s participating in one of the most important Committees of the Society. Without Research, there would be no ASHRAE – or at least not the ASHRAE of the last 100 years. Joining the RP Committee allows its members to interact with other members from all sides of ASHRAE – Technical, Research, Publication, Education, Foundation and Regional management. It’s a great springboard onto many other committees, with many moving on to DRC.

(December, 2014. Updated February, 2022.)



Residential Building Committee

Member Responsibilities

General Overview

1. Committee Description:

The Residential Building Committee (RBC) is responsible for identifying major residential trends impacting the practice of HVAC&R, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. The committee identifies, recommends, and coordinates relationships with societies and organizations that focus on residential buildings. The committee is also responsible for implementation of the residential aspects of the Strategic Plan.

2. Composition of the Committee:

The committee consists of a maximum of fifteen (15) voting members, including the Chair and Vice Chair. Non-voting members may be added as needed. Non-voting members also include a Board ex-officio member and coordinating officer.

3. Term of Service:

Service for voting members is intended to be for a 3-year period. Appointments are made each year by the President-Elect for the administrative year covered by his/her term as President. Non-voting members serve one year terms.

4. Required Qualifications:

The chair and vice chair must be the grade of member or higher in the Society. The majority of the voting members of the committee must be ASHRAE members of Associate Grade or higher.

Voting members must include:

- past member of the Standards Committee.
- past member of the Research Administration Committee (RAC)
- past member of the Members Council
- past member of Environmental Health Committee (EHC)
- home builder or someone representing the home building industry
- past chair or vice-chair of a technical committee involved in residential issues
- member from outside the U.S. and Canada
- representative of a major residential stakeholder (e.g., ACCA, RESNET)
- past Society officer

5. Helpful Qualifications, experience, interests, skills:

Committee members will advise and work with ASHRAE staff, BOD, the Councils, Standards Committees, Technical Committees, and outside organizations to coordinate residential



activities within ASHRAE. Familiarity with the residential building market or involvement with organizations that work in that market is encouraged.

Specific Time and Money Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Meetings.

- Meeting date/time: The committee meets on Monday from 8:30am-11:30pm
Subcommittees meet for one hour on Sunday in time slots ranging from 8:30am to 4:00pm
- Who covers transportation? Transportation costs to the meeting are reimbursed by society for all appointed members of the committee. Room and board are not reimbursed.
- Other expenses covered by Society: None
- Subcommittee work description: Members are assigned to one or more subcommittees which meet by between meetings. The current sub-committees include Conferences, Programs, Technical, Publication, Stakeholders.
- Special events: Stakeholders' workshops are conducted when appropriate.

2. Requirements between Annual (Summer) and Winter Meetings.

- Frequency of Conference Calls and face-to-face meetings: Two to three conference calls between meetings as needed.
- Individual work load and anticipated time requirement: While most of the committee's work is expected to take place during the face-to-face meetings and conference calls, committee members would be expected to spend additional time on committee activities depending on their position on the committee and the status of the program. Anticipated time requirement is estimated at 6-10 hours per month.

Revised April 2018

SOCIETY RULES COMMITTEE Member Responsibilities

GENERAL OVERVIEW

1. General Description of the position: The Society Rules Committee (SRC) is responsible for reviewing all matters requiring development, interpretation and change in Society Bylaws, Rules of the Board, and other Society documents.

Members have the honor of sharing in the deliberations and policy making of a major technical society.

2. Composition of the committee: The committee is composed of 6 voting members, a coordinating officer, and a liaison from each of the three councils (Members, Publishing and Education, Technology).
3. Term of Service: 3 years. Members are appointed each year by the President-Elect.
4. Required Qualifications: Either the chair or the vice chair shall be a current or former Board member.
 - Members should have demonstrated Society rules ability.
 - At least half of the members should have been prior members of the committee.
 - New members should be incoming officers of the Society or former Directors. At least two SRC members should be current Board members.
 - All members shall have been members of the Society for 8 years prior to appointment.
5. Helpful qualifications, experience, interests, or skills: Demonstrated rules ability, attention to detail and familiarity with ROB, MOPs and committee/council operation.

SPECIFIC TIME, MONEY, AND TASK COMMITMENTS

Attend the ASHRAE Annual (Summer) and Winter Meetings.

- The Society Rules Committee meets on Tuesday at winter and annual meetings.
- Transportation costs are paid by ASHRAE. Transportation is cost of transportation to the meeting only. Room and board are not reimbursed.
- The Society Rules Committee does not have a subcommittee structure.

Requirements between Annual and Winter meetings.

- The Society Rules Committee has a conference call between meetings at the Chairs discretion.
- Most of the committee's work is done during the two face-to-face meetings and the conference calls.

There can also be some lively email correspondence when the committee is debating proposed rule changes. In addition, committee members may be asked to review documents or rewrite rules for consideration by the full committee.



Other committee activities of which a prospective member should be aware.

- Committee members usually are active in other Society activities that occur at the Winter and Annual meetings. This usually provides valuable input to the SRC meetings.
- SRC reviews proposed ROB and MOP changes by councils and committees reporting to the Board
- SRC reads motions of the Board to find and act on ROB and Bylaw changes.

We welcome interested parties to find out more about the SRC by visiting a meeting.

Updated January 2022



Standards Committee **Committee Member Responsibilities**

General Overview

1. **General Description of the Position:** The Standards Committee (StdC) is responsible for the development and maintenance of standards and guidelines, including standards intended for inclusion in codes. It also cooperates with, and supervises the Society's participation in, other organizations in the development, preparation, and adoption of standards, guidelines, and codes. The Chair and Vice Chair are nominated by the President-Elect and appointed by the Board of Directors (BOD).
2. **Composition of the Committee:** There are twenty-eight (28) voting members, including a Chair and a Vice Chair. Non-voting members include a Board Ex Officio member and a Coordinating Officer.
3. **Term of Service:** Members serve for a term of four years starting immediately after the Annual Meeting of the Society. Members are elected by the ASHRAE BOD.
4. **Required Qualifications:** Members of this committee must be of Member or Associate Member grade.
5. **Helpful Qualifications:** Members are selected from various interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists. It is highly desirable that members have standards experience. Some representation from outside of the U.S. is desirable.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Meetings**
 - For winter and annual meetings, the Standards Committee usually meets from 8:00 AM – 12:00 PM on Saturday and 7:30 AM – 10:00 AM on Wednesday. The subcommittees meet on Friday and Tuesday for 3 to 4 hours. You are expected to attend the PC Chairs' Breakfast on Sunday from 7:30 AM to 9:00 AM. If you become an SPLS Liaison, you will need to stop in on assigned project committee meetings to offer assistance and answer questions.
 - There will be subcommittee meetings prior to the meeting of the entire committee. You will be assigned to one or more subcommittees and there is usually some subcommittee work in between StdC meetings.
 - The current subcommittees are the Planning, Policy, and Interpretations Subcommittee (PPIS), the Standards Project Liaison Subcommittee (SPLS), the Standards Reaffirmation Subcommittee (SRS), and the Code Interaction Subcommittee (CIS).
2. **Requirements between Annual and Winter Meetings**
 - Conference calls are scheduled on an as-needed basis for expedited actions. Typically, there are two to four each year.
 - There may be one face-to-face meeting in the spring and fall.
3. **Airfare or mileage is paid by the Society for transportation to the meetings only. Hotel and meals are not reimbursed, although continental breakfast and lunch are sometimes provided by ASHRAE.**



4. Standards documents impact all technical areas of the Society and Standards Committee members regularly interact with Society leadership.



Student Activities Committee Member Responsibilities

General Overview

1. **General Description of the position:** The Student Activities Committee (SAC) is responsible for creating, coordinating, and maintaining guidelines for all official ASHRAE activities pertaining to students from the K-12 through the college/university level. In addition, the SAC manages annual programs including the Student Design Competition, Undergraduate Program Equipment Grant, and the Winter Meeting Student Program. Also, the SAC establishes criteria for, and evaluates candidates for, annual awards including the Student Branch Advisor of the Year Award, the Youth Outreach Award, the K-12/STEM Leadership Award, and the Student Activities Achievement Award.
2. **Composition of the committee:** The committee is made up of 21 ASHRAE members; 15 of which are Regional Vice Chairs elected from each region, 3 members who represent ASHRAE within ABET, a Coordinating Officer and Board Ex-Officio.
3. **Term of service:** 3 years. Appointed each year by the Society President-Elect.
4. **Required Qualifications:** All committee members must be an Associate Member or higher. Vice Chair and Chair must hold grades of Member or higher.
5. **Helpful qualifications, experience, interests or skills:** Interest and proven experience in student activities and recruitment at a local chapter level.

Specific Time, Money and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Meetings:**
 - a. **Describe what dates they need to be there:** Winter meetings (late January): Subcommittee meetings start on the Friday before the meeting, with a committee dinner immediately following. Saturday, the full Student Activities Committee meets. The Student Program takes place on Sunday followed by the Student Tour. The Student Congress and SBA Congress take place on Monday. Most committee member's leave after this, but the Chair must be present for reporting to Member's Council on Tuesday. The Vice Chair is encouraged to attend Member's Council. Annual Meetings (late June): Subcommittee meetings are on Friday and the full committee meets Saturday. Most members leave the meeting after this time since there are no on-site student programs. Only the chair must then stay to report to Member's Council on Tuesday.
 - b. **Who covers transportation?** Transportation costs only are paid by Society. Transportation is the cost of transportation to and from the meeting only. Room and board are not reimbursed. Check with your DRC to see what other expenses might be covered by the regional fund.
 - c. **Detail any expenses covered by the region:** Some regions do provide some reimbursement for expenses beyond transportation. Please check with your DRC to see what these might be.

- d. Special note for expenses covered by region for incoming positions:** The Incoming RVC will be reimbursed by Society for transportation only expenses to attend the Annual (summer) meeting just prior to their taking office.
- e. Sub-committee work description:** The Friday meetings are for standing committee sub-committees. Each SAC member will be assigned to one or two of the sub-committees, and there is substantial work to be completed by each the subcommittees between ASHRAE society meetings. Following are the sub-committees:
 - i.** Design Competition
 - ii.** Grants
 - iii.** Post High
 - iv.** K-12
 - v.** Executive
 - vi.** ABET/Accreditation
 - vii.** Special events to be aware of at this meeting. There is a committee dinner on Friday night with the committee members. At the winter meeting, committee members must be present and operate the Student Program, tour(s) and Student Congress.

2. Requirements between Annual and Winter meetings:

- a.** Each subcommittee has a monthly conference call to keep on task with all action items assigned at each meeting.
- b.** Face-to-face Meetings
 - i.** Only CRCs in between meetings. Others are held by monthly conference call.
 - ii.** Who covers transportation? CRC's only, transportation only is reimbursed by society. The incoming RVC will be reimbursed for transportation for spring CRC's only.
 - iii.** What are other anticipated expenses not covered by ASHRAE? Please check with your DRC to see what might be covered with the regional fund.
- c. Individual Work Load and Time Requirement**
 - i.** Grants: During the Winter Meeting, the grants subcommittee is charged with reviewing the grant applications from various universities. They rank them based on application criteria and then select recipients. Each grant cannot exceed \$5000 each (for a total of \$160,000 for the entire program). The subcommittee is also charged with reviewing the criteria of the grant program in preparation for the next round of applications. This committee has monthly conference calls throughout the year.
 - ii.** ASHRAE Design Competition: During the Winter Meeting the design competition subcommittee discusses the logistics of the design competition for the upcoming year. They are charged with discussing the program descriptions for the various categories, with final decisions being made by the next Annual Meeting. The criteria for the competition is finalized at the Annual Meeting and posted online for students immediately following the meeting. At the Annual Meeting, all committee members are also charged with judging entries from the

design competition just concluding. Between the Annual Meeting and the Next Winter meeting, the committee members focus on answering questions from students and dealing with immediate problems that may arise with the current competition. The deadline for all entries is May of the following year after being posted. The committee has monthly conference calls throughout the year.

- iii. K-12/STEM: This group works to come up with ways to help members to introduce K-12 students to engineering concepts and ideas. They work to improve resources such as posters, handouts, videos and experiments. They are currently working to develop the first official ASHRAE K-12/STEM program, in addition to the activity-related materials currently supported. This committee has monthly conference calls throughout the year.
- iv. Post High: This sub-committee works throughout the year to ensure all college level students have the resources they need to become engaged in the HVAC industry. For the Winter Meeting, they plan the Student Program at the winter meeting which includes recruiting speakers, organizing the career panel, and the awards portion of the breakfast. They organize and facilitate the student tour of a local facility during the Winter Meeting. They also are charged with organizing and running the Student Congress that takes place on the Monday of the Winter Meeting. At the Annual Meeting, this committee also reviews the student branch manual for necessary changes, votes on the Student Branch Advisor of the Year Award, and begins planning the Student Program for the next Winter Meeting. New post-high program ideas or modifications are discussed at this time also. This committee has monthly conference calls throughout the year.
- v. ABET: This sub-committee represents ABET, the accreditation board for engineering, computing, and engineering technology programs. ASHRAE has a member that serves on the ABET board, an alternate, and two members that serve on the engineering and engineering technology commissions. The sub-committee also approves Program Evaluator (PEV) applications.
- vi. ExCom: This group is made up of the chair and vice-chair of the full SA committee and the chairs of each subcommittee. They oversee the duties of each subcommittee to ensure tasks/action items are completed in a timely fashion. They are also responsible for reviewing the student activities budget. This committee has monthly conference calls throughout the year.

3. Attend your Chapters Regional Conference (CRC) each year:

- a. Typically the RVCs of the Student Activities Committee fly in on a Thursday and fly home on a Saturday night or Sunday morning. They will present the workshop for SA chapter chairs at the CRC (they get training for this at the Annual Meeting). For regions with spring CRCs (VI, VIII, and XI), you would attend as the Incoming RVC. The outgoing RVC would present the workshop and incoming RVC watches and learns. Typically the current RVC asks the incoming RVC to help with a part of the workshop so they have chance to participate with their chairs. Present regional SA awards, as applicable.

- b. Transportation costs only for the SA Chairs and RVCs are paid by Society. This includes transportation reimbursement for the Incoming SA RVC by Society.
- c. Some regions do provide some reimbursement for expenses beyond transportation. Please check with your DRC to see what these might be.
- d. The Incoming RVC will be reimbursed by Society for transportation only expenses to attend the spring CRC just prior to their taking office.

4. Chapter Visits.

Based on the need identified by the DRC in the Region, the SAC RVC can be expected to visit 2-3 selected Chapters in their Region. Transportation costs only are paid by Society. The chapters are typically asked to pay for your hotel and meal costs. The region generally picks up any cost that the chapter is not able to pay. Chapter visits are also an opportunity to visit employers, give an extra workshop, attend a board of governors meeting, etc. Review all chapter visit schedules with your DRC for approval thereby.

5. Attend regional planning meeting:

- a. Please check with your DRC for specific Regional information.
 - b. Attendance at your regional planning meeting is critical for planning the upcoming year and your regional activities. The meeting length, location, and time of year will depend on when whether your CRC is held in the spring or fall. Some regions conduct regional planning sessions in a one day meeting at a central regional location. Some are two-day planning sessions. Others are conducted via web meetings. Some are combined with other regional activities or events such as regional President-Elect Training. It is important to verify how your regional planning meeting is conducted and what expenses are covered by the region. Your responsibility is to report on the regional Student Activities Committee activities and gather input and feedback from your regional leadership. It is also a time to discuss other regional activities such as nominations, honors, and awards. Other fun or entertaining activities may be planned around the meeting and those are generally optional.
 - c. Transportation costs only are paid by Society.
 - d. Please check with your DRC for specific Regional information. Several regions generally cover some of these expenses for this meeting but please verify this with your DRC.
6. Help the Chapter Chairs during the course of the year with questions they may have. Each Student Activities RVC is responsible for communicating with their chapter chairs during the year. Often times a simple phone call is all it takes to prompt someone to act. Everyone is very busy in their personal and professional life. If you make contact with the chair you will be proactive and show them that you care. Communication to your chairs is very important. You should attempt a monthly call to all chapters, but particularly struggling chapters for encouragement and support. There are many ways to work with the chapter chairs throughout the year.

7. Briefly describe any other committee activities of which a prospective member should be aware.

- All Committee members participate in judging the Design Competition submissions
- Provide ongoing support of Chapters in their Region as RVC for SA
- Keep tabs on chapters supporting student branch operations, and help fill areas of need
- Active involvement in local chapter K-12 in-classroom activities.
- Reference and provide input on the K-12 resource website
- Mentor a post-high level student in their local chapter
- Invite post-high level students to local chapter functions
- Host a talk at a local ASHRAE student branch
- Listen to chapter chairs for important feedback for improving SA activities.

Visit <https://www.ashrae.org/membership--conferences/student-zone/student-activities> for related resources.

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Technical Activities Committee (TAC) **Member Responsibilities**

General Description

TAC is responsible for overseeing the activities of approximately 100 Technical Committees (TCs), Technical Resource Groups (TRGs), Task Groups (TGs), and Multidisciplinary Task Groups (MTGs). *For simplicity, these groups will be called "TCs" for the rest of this document.* A section head position within TAC oversees a "section" of approximately 10 committees, monitoring them to make sure they are operating properly based on the TAC Manual of Procedures (MOP) and providing a conduit to communicate direction from Technology Council and the Board to the TCs, as well as provide feedback of TC needs to the rest of ASHRAE.

Composition of the Committee

In addition to the Section head positions, TAC also has a chair, a vice chair, and various coordinator positions specializing in activities such as training and liaison coordination with other committees. These other positions would normally be selected from the section heads after a year or two of service as a section head.

Term of Service:

Four years. (Elected by Board of Directors).

Required Qualifications

(Rules of the Board 2.428.002.2)

All members of this committee shall be of Member grade or higher and have been active members for a minimum of three years immediately prior to joining TAC. All members shall have held at least one leadership role in the Society as chair of a committee sometime prior to joining TAC.

All members shall have served on at least one technical committee (TC), task group (TG) or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.

All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, provided that the absences do not suggest a pattern that would interfere with TAC activities.

Recommended Qualifications

(Summarized from ROB 2.428.002.2) Individuals expected to serve on other standing committees or currently serving as chair or vice chair of a TC/TG/TRG should not be considered for election to TAC for the year under consideration.

The qualifications listed above are from the ROB. In addition to these qualities, a section head in TAC should be very familiar with TC procedures in order to provide appropriate support to the TCs to which they are assigned. Also, strong organization and administrative skills are needed. The best section heads are those which can achieve results through motivation and encouragement, rather than by exercising authority. While the authority of TAC to manage the TCs is clear, up to and including disbanding a TC which is not operating properly, this is not a desirable solution. A TAC section head position provides practical management and leadership experience to a group of

specialists in their fields and subject matter experts who may have only limited experience with ASHRAE's technical committee procedures.

Specific Time, Money, and Task Commitments

Normally TAC meets four (4) times per year, at the Annual and Winter Meetings of the Society and at the fall and spring web meetings. Fall and spring meetings may be held via teleconference.

Transportation costs may be paid by ASHRAE. Transportation is cost covered is only the cost of transportation to the meeting. Meals and incidentals, ground transportation, parking, etc. are not reimbursed.

TAC is very time-intensive – both at the Annual and Winter Meetings, and between meetings. A section head in TAC will need to spend a great deal of time working with their TCs on roster update issues in the 30 days following the winter meeting. This work cannot be deferred until later – February is a busy time for TAC members.

Attend the ASHRAE Annual (summer) and Winter Conferences

- TAC meetings are held Saturday and Wednesday mornings at Society meetings.
- Members will host a breakfast meeting for TC Chairs on Sunday at 6:30 am. Announcements will be given, there will be opportunities for brief statements from liaisons to the TCs from organizations such as Research, Handbook and Publications.
- Section heads should briefly visit TC meetings to gain a sense of the way the meetings are being run, and if there are potential problems at the TC. It is not necessary to speak to the TC beyond introducing yourself unless there is a specific business to discuss with the TC.

Preparation before the meeting

About one month before the meeting, members will:

- Receive agenda and updated reference materials from staff.
- Updated action lists of tasks to be completed



TRAINING AND EDUCATION COMMITTEE

MEMBER RESPONSIBILITIES

General Overview

1. General Description of the position: The Professional Development Committee (PDC) is responsible for development and delivery of ASHRAE educational materials.
2. Composition of the committee: The committee is composed of 12 voting members, a Board ExO and a Coordinating Officer.
3. Term of Service: 3 years. Appointed yearly by Society President.
4. Required Qualifications: Committee should have broad representation from design professionals, contractors, educators and manufacturers and must include some members who are educators with recent distance learning and curricula development experience.
5. Helpful qualifications, experience, interests, or skills: Committee members will advise and work with ASHRAE Staff, BOD, Technical Committees and SMEs in the development of course materials. Familiarity with electronic databases and computer programs is helpful.

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (summer) and Winter Conferences.
 - Required Attendance: Committee meetings are scheduled on Monday morning from 8:00am - 12:00pm. Typically, members could arrive on Sunday and leave Monday afternoon.
 - Subcommittee Work: Members will be assigned to one of two PDC subcommittees (Planning and Operations). The subcommittees meet by conference call approximately two weeks prior to the full committee meetings. Some subcommittee work will be done between meetings.
 - Council Meetings: PDC Chairs and Vice Chairs are expected to attend the Publishing and Education Council meeting on Tuesday morning from 8:00am-12:00pm. The Chair and Vice Chair may also be asked to attend a face-to-face Council meeting in Atlanta each fall. New PDC Chairs and Vice Chairs will attend a Council Orientation on Tuesday afternoon at each Summer meeting.
 - Transportation: Transportation costs are paid by society. Transportation includes cost of transportation to the meeting only. Room and board are not reimbursed.
 - Coverage of Other Expenses: None
2. Requirements between Annual and Winter Conferences.
 - There will be at least one full committee conference call in the Spring and one in the Fall.
 - There will be at least one subcommittee conference call prior to the Annual and Winter Conferences.
 - No face-to-face meetings other than those mentioned above with Council Meetings are scheduled between Society Conferences.



- Approximately 4 to 8 hours per month follow-up with Technical Committees or SMEs on project development and/or Scope Development of projects.
3. Nature of the work of this committee includes interaction with subject matter experts involved in development and review of course materials; this broadens the field of knowledge for Committee Members. Membership in the Committee also provides the incentive to stay longer at the Winter and Annual Conferences and attend other technical meetings of interest to the members.

Members of the PDC set the strategic direction for ASHRAE's educational offerings, including deciding which new courses should be developed, which existing courses should be revised, and which existing courses should be sunsetted. In addition, the PDC determines which ASHRAE courses should be presented in the Spring and Fall Online Course Series and at ASHRAE Winter and Annual Conferences.

Each PDC member will be assigned to serve as liaison for several ASHRAE courses. The liaison will work with staff to oversee the development or revision of the course, to secure subject matter expert reviewers, and to communicate with the cognizant TC(s).

Find out more about both the PDC and ASHRAE's educational offerings by visiting:

1. PDC webpage: www.ashrae.org/PDC
2. Education webpage: www.ashrae.org/education



YEA Regional Vice Chair (RVC) Responsibilities

General Overview

1. General Description of the position: The Young Engineers in ASHRAE (YEA) Committee shall enhance member benefits for young professional members, age 35 years and younger, by identifying, creating, and supporting activities and services focused on their needs.
2. Composition of the committee: The Committee should have fifteen RVCs, a chair, two vice chairs, two members-at-large, a CIBSE consultant, an MP Committee Liaison, an SA Committee Liaison, a BOD Ex-Officio, and a Coordinating Officer.
3. Term of Service: Committee members serve a term of three years. Chair and vice chairs serve a term of one year. Members are appointed by the president-elect.
4. Required Qualifications: Committee members shall be members of the Society in good standing (with a member grade of Member or Associate). Ideally, Committee members will represent the core demographic of YEA membership (35 years old and younger).
5. Helpful qualifications, experience, interests, or skills: A general interest in growing, developing and supporting the young professional membership of ASHRAE through creating networking opportunities, developing relevant programs, creating technical learning connections, and mentoring. Previous Chapter, Regional or Society leadership roles. Attendance at a Society YEA event, an ASHRAE Conference or a CRC.

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Meetings.
 - a. Events: YEA/Student Activities Mixer: Saturday 5:00 pm-6:00 pm (Winter meeting only); YEA Hospitality Suite: Sunday 4:00 pm-6:00 pm; Committee Meeting: Saturday 8:00 am-3:00 pm
 - b. Transportation reimbursement: Transportation to the YEA Committee meeting is reimbursed by staff through the travel reimbursement policy.
 - c. Detail any other expenses covered by Society: No other expenses are reimbursed by Society.
 - d. Subcommittee work description: Three subcommittees have been created in order to carry out the mission of the YEA Committee. They shall meet and correspond at separate times from the full Committee meetings.
2. Requirements between Annual and Winter meetings.
 - a. Describe frequency of conference calls: Conference calls are scheduled on an as-needed basis throughout the year. Depending on the subcommittee there may be one conference call per month.
 - b. List anticipated face-to-face meetings in spring and fall: There are no official committee meetings in spring or fall, however ~~YRCs~~ RVCs should plan to attend their CRC and Regional Planning Meetings.
 - c. Leadership Weekend Subcommittee members typically attend the Leadership Weekend events. Transportation to the YEA Leadership Weekend for relevant committee members is reimbursed by staff through the travel reimbursement policy.
 - d. Describe individual work load and anticipated time requirement per week (or month): All Committee members are expected to participate in YEA-related activities, and they



are expected to answer all correspondence in a timely manner. Depending on the subcommittee, most members will spend about 1-2 hours per week on YEA items. This includes drafting or reviewing surveys/articles/email text, full Committee conference calls, and subcommittee conference calls. Committee members are also expected to work closely with their DRC to coordinate regional YEA activities.

3. Briefly describe any other committee activities of which a prospective member should be aware.
 - a. Young members are the future of ASHRAE – the Committee ensures that YEA members are always considered
 - b. Have a say in the programs that are implemented, the events that are held, and the courses that are offered
 - c. Interact with members that you might have never otherwise met
 - d. Expand your ASHRAE network

Specific YEA RVC Responsibilities:

1. Attend the annual and winter YEA committee meetings
2. Attend Regional planning meeting with Regional officers
 - a. Identify target chapters that the ~~YRC~~-RVC will attend this year to promote YEA
 - b. Relay Chapter operations meeting presentation slides to Regional officers to also utilize in chapter visits.
3. Establish relationships with each chapter and regional leadership
 - a. Regional level relationships
 - i. Establish contact with Student Activities and Membership Promotion RVC's to align the YEA regional goals with SA and MP goals
 - ii. Coordinate chapter visits with regional officers to minimize duplicate visits and maximize regional impact
 - iii. Provide easy cross-access between regional and chapter websites regarding YEA activities (links, shared information on articles, activities, etc.)
 - b. Chapter level relationships
 - i. Contact each chapter president and/or president elect to ensure that the YEA activities in each chapter are being considered during planning sessions, committee assignments and selection, chapter budget development and chapter programs planning
 - ii. Relay presentation for YEA Chapter Chairs (YCCs) to share with their membership.
 - iii. Provide each chapter with a summary of YEA related PAOE points to consider during annual planning
 - c. Submit semi-annual updates to the DRC. Cc report to YEA Society Committee Chair
 - i. Summarize the monthly chapter reports
 - ii. Identify YEA membership numbers for the Region
 - d. Host annual CRC workshop to provide guidelines and instruction for chapter chairs



- i. Develop CRC presentations
 - 1. Presentation for workshop
 - 2. Two or three slides for Chapter Operations Meeting
- e. Contact each chapter and invite them to the YEA CRC workshop.

YEA Committee web page: <http://www.ashrae.org/yea>

YEA Facebook page: <http://www.facebook.com/ashraeyea>