

CTTC CHAPTER CHAIR CALENDAR

MAY-JULY

- Recruit the CTTC Chair (if not filled yet) and additional CTTC committee members as needed.
- Set up a CTTC committee meeting and assign members to manage Program, Technology Transfer, Government Activities and Refrigeration activities, etc.
- Develop an article for Chapter newsletter that highlights events and overall PAOE of last year's Chapter meetings.
- Contact your CTTC Regional Vice Chair (RVC). Prepare and attend Fall CRC workshop (if appropriate).

AUGUST

- Review the current year's society PAOE CTTC sheets with committee and BOG members, develop tentative Chapter monthly programs (speech sessions, dinner speeches, tours, etc.) of the year (typically from September through May). Encourage joint activities with local government and other professional organizations, universities and schools.
- Prepare MBO to the Chapter President.
- Review the current society list of Distinguished Lecturers (DLs) and their topics, propose the preferred DL topic/speaker to BOG, reserve a DL allocation with Regional Vice Chair (RVC), if possible contact nearby Chapters for multiple speeches/stops with a single DL allocation. With consent from RVC, then contact the DL speaker to set up a mutually agreed date to speak at a Chapter meeting, and submit DL Participation Form to RVC for approval.

SEPTEMBER

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Announce Chapter-level Technology Award deadlines, requirements for competitions at Chapter, Regional and Society levels and actively encourage and assist submissions.
- Schedule a planning session with RVC, which is due by October 30th.
- Schedule a DRC and RVC visit to a Chapter meeting.

OCTOBER

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Schedule a planning session with RVC, which is due by October 30th.
- Schedule a DRC and RVC visit to a Chapter meeting if not confirmed yet.
- If Distinguished Lecturer program has not been used, consider applying for an unused DL allocation after November 30 (if any left) through RVC.

NOVEMBER

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

DECEMBER

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Remind BOG members, committee chairs and membership to report qualified, while unclaimed PAOE activities, and enter these PAOE points before the end of year.
- Remind Chapter members in newsletter for the upcoming society winter conference and AHR trade show.

JANUARY

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

FEBRUARY

- Contact your CTTC Regional Vice Chair (RVC). Prepare and attend Spring CRC workshop (if appropriate).
- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

MARCH

- Contact your CTTC Regional Vice Chair (RVC). Prepare and attend Spring CRC workshop (if appropriate).
- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Assemble judges, judge Chapter's Technology Award entries, and notify Chapter winners. Forward first-place winner/entry in each category to RVC for Regional competition.
- Announce the date/time and topic of society web seminar to membership.

APRIL

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.

- Work with Program Chair and announce tentative meeting programs for the coming months.
- Assemble judges, judge Chapter's Technology Award entries, and notify Chapter winners. Forward first-place winner/entry in each category to RVC for Regional competition.

MAY

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming month (including golf-outing).
- Help Chapter's Regional Technology Award first-place winners to refine entries in preparation for Society submittal.
- At near completion of CTTC activities and PAOE reports of the year, consult with RVC and consider submitting Dan Mills Award application, due by September 30th, to Society.
- Remind Chapter members in newsletter for the upcoming Society annual conference.

JUNE

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Remind BOG members, committee chairs and membership to report qualified, while unclaimed PAOE activities, and enter these PAOE points before July 15th.
- Help Chapter's Regional Technology Award first-place winners to refine entries in preparation for Society submittal, ensure the submissions will be received by Society by September 1st.
- At near completion of CTTC activities and PAOE reports of the year, consult with RVC and consider submitting applications for Donald A. Siller Refrigeration Award and Chapter Program Star Award, due by September 30th, to Society.