

YOUNG ENGINEERS IN ASHRAE (YEA)

MANUAL OF PROCEDURES (MOP)

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1 Introduction

The Manual of Procedures (MOP) details the responsibilities of the Young Engineers in ASHRAE (YEA) Committee, including the responsibilities of the Chair, two (2) Vice Chairs, and Staff Liaison. Its main purpose is to record the details of how committee functions are carried out:

- a. For the education of new members;
- b. As a checklist for all members to see that they are performing all tasks for which they are responsible;
- c. As a yardstick in evaluating committee member performance.

This is a living document and is always subject to any changes deemed necessary by the Committee. There is always room for improvement; and methods must change to suit times and needs. This MOP should be considered a foundation on which to build.

Duties of committees are assigned by the Board of Directors. It is important that committee members be aware of the responsibilities assigned to their committee as well as those assigned to other committees in order to avoid confusion and accomplish the mission of the Society in an orderly fashion.

2 Scope and Purpose

The Young Engineers in ASHRAE (YEA) committee shall enhance member benefits for young professional ASHRAE members, 35 years old and younger, by identifying, creating, and supporting activities and services focused on their needs.

A primary focus of the committee will be attracting and developing YEA members for future membership and leadership in ASHRAE and the HVAC&R industry.

3 Structure

3.1 The YEA Committee consists of a Chair, Senior Vice Chair, Junior Vice Chair, 15 YEA Regional Vice Chairs (YEA RVCs), 2 At-Large YEA Coordinators, CIBSE YEN Liaison, Membership Promotion Liaison, Student Activities Liaison, BOD Ex-Officio, Coordinating Officer and Staff Liaison. The YEA Executive Committee shall consist of the YEA Chair, Senior Vice Chair, and Junior Vice Chair.

- a. The Chair is the Senior Vice Chair from the previous year.
- b. The Senior Vice Chair is the Junior Vice Chair from the previous year.
- c. The Junior Vice Chair is selected by the selection process as detailed in section 7.3.
- d. The YEA RVCs are selected from their representative regions' nominating caucus.
- e. The At-Large YEA Coordinators are selected by the YEA executive committee.
- f. The MP and SA Liaisons are selected by their corresponding committees.
- g. The BOD Ex-Officio is selected by the BOD.
- h. The Coordinating Officer is the President Elect for the current year.
- i. The Staff Liaison is the current ASHRAE Assistant Manager of Membership.

3.2 The YEA Committee includes three subcommittees. Each YEA Regional Vice Chair will serve on at least one subcommittee. Each subcommittee will have members assigned by the YEA Chair, with one of those members serving as subcommittee chair. The three subcommittees are:

- a. Professional Development
- b. Personal Development
- c. Outreach Development

4 Committee Responsibilities

The YEA Committee shall create, maintain and support all programs which coincide with the Scope and Purpose of the Committee as described in Section 2.0.

4.1 Duties:

- a. Seek ways to improve YEA member benefits and activities.
- b. Establish goals for the committee.
- c. Maintain and support YEA as outlined in Appendix A of the Reference Document.
- d. Prepare for, coordinate and support YEA activities at the Winter and Annual Meetings as outlined in Appendix B of the Reference Document.
- e. Prepare for, coordinate and support the YEA programs as outlined in Appendix C of the Reference Document.
- f. Perform the duties of the YEA Regional Vice Chair as outlined in Appendix F of the Reference Document.
- g. This Committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

5 Committee Member Responsibilities

5.1 Responsibilities:

- a. Actively participate in the operation of the YEA Committee as outlined in the Rules of the Board and Manual of Procedures.

5.2 Duties:

General: The following duties are the minimum required for each YEA Committee member. If duties are not performed in a satisfactory manner as deemed by the Chair, Vice Chairs and Staff Liaison, the Chair may recommend termination of the appointment of the individual.

- a. Attend all scheduled YEA Committee and subcommittee meetings.
- b. Two meetings of the YEA Committee occur each year, concurrent with the Society Annual and Winter meetings (June and January). Committee meetings are usually scheduled for Saturday.
- c. Transportation to the YEA Committee meeting is reimbursed upon approval by the Chair and travel reimbursement policy.
- d. Committee members actively participate in the business of the Society regarding YEA-related activities. Robert's Rules of Order are followed. Committee members are given specific assignments and are expected to be fully prepared to make presentations with recommendations regarding these assignments so that time spent at the meeting is most productive.
- e. Attend and support all YEA-related activities at the Society Annual and Winter meetings.
- f. Encourage young member participation in ASHRAE activities at the chapter, region and Society levels.
- g. Attend Regional Planning Meetings, Chapter Regional Conferences (CRC) and local chapter meetings whenever possible to promote YEA activities and determine the needs of the YEA demographic.
- h. Perform duties of YEA Regional Vice Chair position as outlined in Appendix F of the referenced document.
- i. Answer all correspondence in a timely manner. Any contact, oral or written, usually should be answered within one week of receipt. A negative reply with indication of future action is recommended if an immediate reply cannot finalize the inquiry. Copy other committee members (including the Chair) and Staff Liaison as appropriate.
- j. Perform all duties as assigned by Committee and/or the Chair.

- k. Review committee documents including the ROB and MOP to confirm that they are up to date and recommend any changes or updates to the full committee.
- l. Refer to the YEA Committee Rules of the Board (ROB) for further information on policies and procedures.

6 Chair Responsibilities

6.1 Responsibilities:

- a. The Chair shall be responsible for the direction and operation of the YEA Committee and reporting to Member Council, as required.

6.2 Duties:

- a. Preside at all committee meetings.
- b. Assist in preparation of agendas for all meetings.
- c. Approve the minutes of each committee meeting for distribution by Staff Liaison.
- d. Assist in preparing written reports to Members Council summarizing committee activities as required.
- e. Serve as a non-voting member of Members Council and attend Members Council meetings and present reports of committee activities as required.
- f. Coordinate Management by Objectives (MBO) program for committee and transmit to Society President.
- g. Assign committee members specific functions.
- h. Make recommendation, with assistance from Vice Chairs and Staff Liaison, for appointment of new At-Large YEA Coordinators at end of term.
- i. Make recommendation, with assistance from Vice Chairs and Staff Liaison, for appointment of incoming Junior Vice Chair at end of term.
- j. Appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. Appendix E of the Reference Document outlines the entire mentoring program.
- k. The Chair shall work with the Senior and Junior Vice Chairs to select a recipient for the YEA Award.
- l. Other duties as assigned by Members Council, the President or the Board of Directors.

7 YEA Committee Vice Chair(s) Responsibilities

7.1 Responsibilities:

- a. The YEA Committee Vice Chair(s) shall be responsible for assisting the YEA Chair on the direction and operation of the YEA Committee, as required.

7.2 Duties:

- a. If the Chair is unable to attend a scheduled meeting, the Senior Vice Chair shall conduct the meeting.
- b. The Vice Chairs shall serve as the fiscal planners for the committee and shall work with the Chair and Staff Liaison to plan and administer the committee budget.
- c. The Junior Vice Chair shall assist any new committee members with orientation for their initial annual meeting.
- d. The Senior Vice Chair shall be responsible for updates and revisions to the ROB and MOP, long-range planning, and fiscal planning.
- e. The Vice Chairs shall assist the subcommittees in their duties and report back to the Chair.

7.3 The Junior Vice Chair shall be elected by the following process:

a. Candidate Requirements:

- *The candidate must hold Associate or Member grade and be in good standing for a minimum of four years.*
- *The candidate must be in their final year of their YRC term.*
- *The candidate must serve or have served as a YEA Subcommittee Chair. In the case that no YEA Subcommittee Chairs are eligible or none are willing to serve an alternate may be approved by the YEA Executive Committee.*

b. Process:

- *Each candidate will have the option to submit their name to the YEA Chair for nomination prior to October 31st during their term as their final year as YRC. Each candidate must provide the following information to the YEA Chair and Senior Vice Chair (no additional information will be provided to the committee for nomination)*
 - *ASHRAE Approved Bio*
 - *One page description of why they should be selected*

- *Information submitted by each candidate will be distributed to the YEA Committee (YRC's) to review.*
- *Each YRC and Executive Committee member will have until December 1st to submit their first and second choice to the YEA Chair.*
- *The YEA Chair shall submit the voting results to the current years YEA Committee. Each YRC's vote shall remain anonymous.*
- *The nominated candidate will be notified by the YEA Chair and asked to accept the position prior to December 31st of that year.*
- *In the case the first choice cannot fulfill the role, the position will be offered to the next nominee on the list until the role is accepted.*
- *If no one on the nominee list is able to fulfill the role, the current second vice chair shall select a candidate to be approved by the current Executive Committee.*
- *Upon successful selection, the nominated junior chair shall be announced to the entire committee prior to the Winter Conference.*
- *The incoming Junior Vice Chair shall at that point become a corresponding nonvoting member of the Executive Committee in preparation for the next year.*

7.4 In the case the YEA Chair cannot fulfill the duties above the YEA Staff Liaison shall assume the role in this process of the YEA Chair, or assign the duties to the Senior Vice Chair.

8 Subcommittee(s)

8.1 General Responsibilities:

- a. Provide specific attention and focus to the areas of interest of the subcommittee.
- b. Assist in creating and maintaining activities relating to the subcommittee focus.
- c. Monitor progress of subcommittee activities and report findings to the full committee.
- d. Bring forth and specific actions items to be acted upon by the full committee

8.2 Subcommittee Structure

General: To carry out the mission of the YEA Committee, three (3) subcommittees have been created as follows with associated responsibilities:

- a. The Professional Development subcommittee shall plan and maintain the roles and responsibilities of the YEA Regional Vice Chair (YEA RVC) position, PDC/YEA Training Products, Developing Leader Award, Leadership U, and LeadRS programs, HVAC Design Workshop, Technical Committee outreach, Annual/Winter Networking Event, Liaison Coordination.
- b. The Personal Development subcommittee shall plan and maintain YEA Leadership Weekend, YEA Leadership Weekend 2.0, CRC Presentation, First Time at an ASHRAE Event presentation, Chapter/Member Outreach, and Donor Assistance & Appreciation.
- c. The Outreach Development subcommittee shall plan and maintain YEA Leadership International, RAL, Region XIII and Region XIV outreach, New Faces Award, and Resource Connection to connect members to existing ASHRAE programs.

8.3 Operations:

- a. Subcommittees shall meet and correspond at separate times from the full committee meetings
- b. Standing subcommittees will report the following at the full committee meeting:
 - *Votes taken at subcommittee meetings*
 - *Old action items status*
 - *New action items*
 - *Recommendations on MBOs*

9 Committee Liaisons

9.1 Responsibilities:

- a. Liaison with other ASHRAE committees, correspondence and attendance as required. Assist the committee to accomplish the goals and organizing programs as assigned by the YEA Committee Chair.

9.2 The YEA Committee will assign liaisons to the following ASHRAE committees with which close coordination is needed.

- a. Student Activities Committee
- b. Membership Promotion Committee
- c. Professional Development Committee
- d. Conferences & Expositions Committee
- e. Research Promotion

9.3 Duties:

- a. Report to the YEA Committee those items of business or discussion of the respective committees, which are germane to the YEA Committee in any way.
- b. Transmit to the YEA Committee motions and/or appropriate business to their respective committees or the Chair.
- c. Follow up on YEA Committee actions and solicit a response from the respective committee of any pertinent information.

10 At-Large Members

10.1 Responsibilities:

- a. Assist the committee to accomplish the goals and organizing programs as assigned by the YEA Committee Chair.

10.2 Duties:

- a. Provide assistance to the committee on specific tasks to assist the committee members. These tasks shall be primarily assisting the society level programs to allow the YRVC's to focus on their regions and chapters.

11 Consultant (Partner Organization)

11.1 Assignment:

- a. Consultants shall be selected for the following year by the incoming YEA Chair and or the ASHRAE President Elect.

11.2 Responsibilities:

- a. Assist in communications between the partner organization (i.e. CIBSE, REHVA, etc) and ASHRAE.
- b. Coordinate with the YEA Chair and Vice-Chairs to share ideas, programs, resources and any relevant information between the organizations.

12 Staff Liaison

12.1 Responsibilities:

- a. The Staff Liaison shall coordinate between the YEA Committee and Society staff and facilities.

12.2 Duties:

- a. Act as secretary at committee meetings; submit meeting minutes for approval to the Chair prior to distribution; and distribute meeting minutes within 30 days after any regular committee meeting.
- b. Circulate meeting information, agendas and supporting papers to all committee members in a timely manner.
- c. Maintain current copies of Rules of the Board (ROB), Manual of Procedures (MOP), and promotional materials.
- d. Prepare committee reports for delivery to Members Council.
- e. For new committee members, circulate copies of the ROB, MOP, two past sets of minutes, and other pertinent information to assist in orientation.
- f. Maintain current with budget/expenses incurred by committee and work with the Chair in establishing the annual budget.
- g. Keep the committee apprised of any Society rules, procedures, budget information etc. that may impact the activities of the committee. Coordinate with the YEA Chair and YEA Vice Chairs on fiscal planning during the ASHRAE year as well as prior to the following year to plan for the following year.
- h. Coordinate activities of the committee with those of Student Activities Committee and Membership Promotion Committee.
- i. Monitor and maintain the Young Engineers in ASHRAE (YEA) program as outlined in Appendix A of the Reference Document.
- j. Prepare for and coordinate YEA activities at the Winter and Annual Meetings as outlined in Appendix B of the Reference Document.
- k. Prepare for and coordinate the YEA Institute programs as outlined in Appendix C of the Reference Document.
- l. Assist Chair in preparing and monitoring progress of Management by Objectives (MBOs).

- m. Monitor membership activity (i.e. growth/decline, participation) for the YEA demographic.
- n. Circulate YEA promotional material to YEA Regional Vice-Chairs, regional Vice Chairs of Membership Promotion Committee, and regional Vice Chairs of Student Activities Committee for presentation and Chapter Regional Conferences (CRCs).
- o. Apprise the committee of any YEA-related programs in other pertinent societies (i.e. ASME, USGBC etc.).

13 Board Ex-Officio

13.1 Responsibilities:

- a. Assessing the committee's scope, operation, and personnel and suggest changes as needed.

13.2 Duties:

- a. Communication and interpretation of Presidential and Society goals
- b. Guidance in fiscal planning
- c. Assistance in preparation of annual objectives
- d. Assistance in preparation of motions to bring forward to Member's Council
- e. Monitoring of progress toward completion of annual objectives
- f. Represent the committee at Society council and Board of Director meetings when requested
- g. Assistance in developing action plans to achieve Strategic Plan Objectives