

Membership Promotion Committee
Manual of Procedures
Committee/Council Approval: June 2013



MANUAL OF PROCEDURES

MEMBERSHIP PROMOTION COMMITTEE

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**MANUAL OF PROCEDURES
MEMBERSHIP PROMOTION COMMITTEE**

A. FOREWORD

Upon appointment to the Society Membership Promotion Committee, the new member will receive from headquarters a copy of the Board Approved Rules (BAR) and the Manual of Procedures (MOP). As changes occur, all Committee members will receive updated copies of these documents. Every member of the committee should become thoroughly familiar with each document. The Board Approved Rules detailed in this document, defines the rules under which the Membership Promotion Committee may operate and includes the Committee's scope and purpose, responsibilities and restrictions. These rules are a compilation of motions and ideas developed by the Society's Board of Directors over many years and are subject to few changes. They are made in accordance with Society Bylaws (SBL) and are documented as Rules of the Board (ROB).

B. DEFINITION OF MANUAL OF PROCEDURES

The Manual of Procedures is an in-depth description of the duties and responsibilities of the committee members. This document consists of statements and policies developed internally by the committee and is regularly reviewed and updated by the committee to reflect current committee practices and procedures.

C. COMMITTEE SCOPE AND PURPOSE (Excerpt from Board-Approved Rules)

The Membership Promotion Committee shall publicize the aims, activities, achievements, and scientific and educational purposes of the Society toward the end that persons duly qualified shall apply for membership therein. This committee shall review the programs; services and benefits provided by the Society to its members and shall make recommendations for improvements to promote the retention of membership at all levels. This committee will also monitor the Society's membership demographics and where appropriate, adjust or create programs to ensure that individuals from all demographic backgrounds are being equally attracted to ASHRAE. (ROB 520-150-002)

D. COMMITTEE RESPONSIBILITIES

RESPONSIBILITIES/DUTIES (Excerpt from Board-Approved Rules)

- 4.1 This committee reports to Members Council. (ROB 510-101-003)
- 4.2 This committee shall submit to the Board of Directors, prior to meetings of the Society, reports of its activities, and shall submit progress reports at other times on the request of the President. (SBL 7.8)
- 4.3 This committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the committee's council. The BOD or the council may take such steps, or see that such steps are taken by the committee as may be appropriate to comply with the Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or directive of the BOD or council. (ROB 520-103-001)

- 4.4 If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the committee, or whether any action should be taken by the committee, or in the case of a committee tie vote, the same should be settled and determined by its council or the BOD. (ROB 520-103-002)
- 4.5 Any committee, except those specifically authorized by the Rules of the Board, requesting authority to appoint a representative to coordinate its activities or meet with other organizations or groups having interests similar to those of the committee shall make a written request initially and annually thereafter to the chairman of its council. The request shall include the reasons for the coordination activities or meeting and estimated travel costs, if required, and indicate if the travel costs are budgeted. The council chairman shall take the action deemed appropriate and report action(s) to ExCom. (ROB 520-107-001)
- 4.6 This committee shall coordinate with other Society committees with related interests.
- 4.7 This committee shall develop action plans to address Strategic Plan Objectives (SPOs) assigned to it, and execute approved programs related to these SPOs.
- 4.8 This committee shall develop objectives to carry out the Society program including the President's theme, develop plans to implement these objectives and monitor the progress of the plans to see that they are completed within the approved time schedule.
- 4.9 This committee shall submit a recommended 4-year fiscal plan, including the succeeding year's budget, to its council for review. This committee shall monitor its expenses to see that expenditures are within the approved budget.
- 4.10 This committee shall maintain its MOP, revising it as required to reflect current committee procedures. Each change shall be submitted to its council for approval.
- 4.11 This committee shall review its BAR and submit recommended changes to its council. If approved by the council, each change shall be submitted by the council to the Board for approval.
- 4.12 This committee administers the Lincoln Bouillon Membership Medal program under guidelines approved by the BOD (Appendix A), and recommends winners to the H&A Committee.

E. GENERAL COMMITTEE RESPONSIBILITIES (as amended by the Membership Promotion Committee)

The Committee shall advise the President-Elect as to desirable features and/or revisions to the Presidential Award of Excellence (PAOE).

The Committee should recommend any revision necessary to existing Society Membership application forms, membership advancement forms, mass media publications, internet activities and other promotional literature, or recommend the creation of new literature for Membership recruitment and retention if necessary, on a twice-yearly basis.

The Committee should review and revise, if necessary, their BARs, Manual of Procedures and Chapter Membership Promotion Resource Manual on a yearly basis. The Committee should

review the Society's BARs and recommend necessary revisions, if applicable. (See Appendix E for procedures.)

F. RESPONSIBILITIES OF THE MEMBERSHIP PROMOTION CHAIR

1. Prepare agendas and assign action items for all Committee meetings.
2. Preside at all Committee meetings.
3. Prepare reports to the Board of Directors and Member Council as required.
4. Approve the minutes of each committee meeting for distribution by Headquarters.
5. Coordinate the MBO Program for the Committee and transmit to Society President.
6. Attend Members Council meetings, as required. (See BARs)
7. Assign Committee members specific functions and subcommittee assignments.
8. Confer with Members Council to select a replacement Regional Vice Chair in the event that a member of the Committee is unable to fulfill his/her commitment. (See BARs)
9. Monitor subcommittees with Vice Chairs.
10. Assign mentors to new committee members and monitor the mentoring activities of the Committee. (See Appendix F for specifics.)
11. Attend President elect training during Annual Meeting
12. Other duties as assigned by the Society President, Board of Directors or Members Council

G. RESPONSIBILITIES OF THE MEMBERSHIP PROMOTION VICE CHAIRS

- 1) Assume duties of the Membership Promotion Chair in his/her absence.
- 2) Attend Members Council meeting at the Annual and Winter meetings.
- 3) Attend all Membership Promotion Committee meetings.
- 4) Monitor the campaigns of Membership Promotion involving recruitment, advancement and retention.
- 5) Monitor subcommittees with Chair
- 6) Review MOP/BAR at least once per year and make recommendations for revisions as needed.
- 7) Keep written record of Action Plans progress for the SPO's.
- 8) Make recommendations for annual budget to staff and to the Chair.
- 9) Keep written record of all committee action items.
- 10) Attend President elect training during Annual Meeting
- 11) Vice Chair I (senior) oversees
 - a) Chapter Chair Training & Development subcommittee
 - b) Retention subcommittee
- 12) Vice Chair II (junior) oversees
 - a) Member Communications subcommittee
 - b) Recruitment subcommittee

H. RESPONSIBILITIES OF THE REGIONAL VICE CHAIR

MEETINGS

1. Regional Vice Chairs are expected to attend all Committee meetings.
2. Regional Vice Chairs are expected to attend the Chapter's Regional Conference (CRC) (SRC) for his/her Region. (See CRC Workshop section for specifics.)
3. Regional Vice Chairs are expected to attend all subcommittee meetings to which they are assigned, including teleconference meetings
4. Visits to local chapter meetings by Regional Vice Chairs shall be assigned by, arranged and coordinated with the Director and Regional Chair (DRC). Reimbursement for transportation expense, in accordance with current Society policy, is at the discretion of and shall be approved by their DRC.

5. Regional Vice Chairs, who are assigned as mentors to new committee members, will accompany the new member to the committee orientation session and serve as mentors for the incoming members' first year. (See Appendix F for specifics.)
6. Regional Vice Chairs are expected to attend the committee orientation session.

REPORTS

1. Regional Vice Chairs shall present a written report to the Membership Promotion Committee Chair at each Society Annual and Winter Meeting. The suggested format is shown in Appendix D. In all cases, copies of reports should be sent to your respective Regional Director for information.
2. Other reports will be prepared as necessary when required by any subcommittee assignment, special activity, etc., or as required by the Committee Chair or Regional Director.
3. Regional Vice Chair shall be responsible to his/her DRC for Membership Promotion activities related to his/her Region, and to the Society Membership Promotion Committee Chair for all other Membership Promotion activities.
Regional Vice Chairs are expected to provide content for the Membership Promotion Newsletter addressing membership promotion issues and concerns. An editorial calendar will be set by the Member Communication Subcommittee.

I. SUBCOMMITTEES

Every subcommittee will be assigned a member of MP ExCom, who will be responsible for ensuring recommendations are made on all items assigned to the subcommittee. The ExCom representative assigned to each subcommittee will coordinate with the subcommittee chair to answer any questions concerning the subcommittee assignments and to provide assistance when requested. Each subcommittee is responsible to review and make recommendations on all action items as well as tasks for which the subcommittee is responsible on a continuing basis, such as the training agendas and membership application forms. A written report, including recommendations and/or motions for all action items and regularly assigned tasks, will be presented at each regularly scheduled meeting of the Committee. These reports shall be prepared after consultation with the assigned subcommittee members and other ASHRAE Members as deemed appropriate. Subcommittee meetings will be scheduled prior to the regular Committee meeting. Correspondence between subcommittee members prior to the regularly scheduled subcommittee meeting is encouraged. Subcommittee reports are one of the highest priorities of the Committee, in order to complete the prescribed Committee meeting agenda within the allotted time schedule.

CHAPTER CHAIR TRAINING & DEVELOPMENT SUBCOMMITTEE

The subcommittee is responsible for developing and establishing centralized training and CRC training formats. To make recommendations for additions or deletions from the materials currently forwarded by headquarters for training. The subcommittee is responsible for reviewing and making recommendations and updates to all training materials. This subcommittee assists with the training of the new Regional Vice-Chairs during the annual committee orientation (held in June). The subcommittee is responsible for reviewing the current PAOE criteria and for making recommendations for consideration by the President-Elect.

RECRUITMENT SUBCOMMITTEE

Subcommittee shall develop programs and activities for members including Society-wide long term membership recruitment campaigns. The Subcommittee also coordinates these programs and activities with the other grassroots Committees. **The committee shall recommend recruitment targets by region.**

RETENTION SUBCOMMITTEE

Subcommittee shall develop programs and activities for members including Society-wide long term membership retention campaigns. The Subcommittee also coordinates these programs and activities with the other grassroots Committees. Subcommittee shall develop recommendations related to increasing and improving membership retention and make annual recommendation to staff regarding association trade show attendance to promote ASHRAE membership.

The committee shall recommend retention targets by region.

MEMBER COMMUNICATIONS SUBCOMMITTEE

Subcommittee is responsible for making recommendations for organizing programs, presentations, and mass media publications related to membership promotion activities. This subcommittee is also responsible for coordinating mass communication of society-level membership items to the membership promotion chairs and other interested parties. Also oversees various forms of applications for membership and upgrade of membership including the Society web page

J. AWARDS

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be done in accordance with Appendix G. The following awards are approved by the Honors and Awards committee.

1. Lincoln Bouillon Award - The Regional Vice Chairs shall select and recommend candidates for the Lincoln Bouillon Award. (See Appendix A for procedure and timetable.)
2. Blue Ribbon Award - Each Regional Vice Chair shall participate in publicizing the Blue Ribbon Award within his/her Region. (See Appendix B for specifics.)
3. Red Ribbon Award - Each Regional Vice Chair shall participate in publicizing the Red Ribbon Award within his/her Region. (See Appendix B for specifics.)
4. Green Ribbon Award – Each Regional Vice Chair shall deliver the Green Ribbon Award at the CRC. The Green Ribbon Award honors the chapter with the greatest percentage of online transactions for new and renewing members in honor of sustainability.
5. Regional Awards – These awards are encouraged by the committee but are at the discretion of the Regional Membership Promotion Vice Chair and/or the Regional Chair and do not require approval by the Honors and Awards Committee.

K. CHAPTER CHAIR TRAINING & DEVELOPMENT

It is the responsibility of each Regional Vice Chair to participate in training for the chairs in their region through centralized training or other supplemental training at Chapters Regional Conference (CRC). The regional chair will determine the method of training. Training should include:

- * Current membership programs of the Society
- * Goal setting
- * Role of Membership Promotion
- * Methods of recruitment of new members and retention of current members
- * Other items important enough to cover with the Membership Promotion Chairs at the Chapter level.

Staff will ensure training materials are available. Regional Vice Chairs should allow time to prepare for the training based on regional needs. Training materials might include:

- * Training blog demo
- * Membership forms
- * Objectives for the Region
- * Report instructions
- * Society brochures
- * Other items as required individually by each Region

It is important Regional Vice Chairs ensure the chapter chairs fully understand their role, requirements and goals for the year.

L. COORDINATION OF CHAPTER EFFORT

It is the responsibility of the Regional Vice Chair to coordinate membership activities with each of the Chapter Membership Promotion Chairs to accomplish the following objectives:

- * That every qualified individual in the ASHRAE related discipline is contacted regarding Society membership.
- * That each qualified individual in each Chapter is advanced in grade according to his/her qualifications.
- * That assistance is given to any Chapter that is having difficulty in obtaining Society's goals in membership.
- * That delinquency in each Chapter is held to a minimum, and within Committee's goal for the year.
- * That Chapters receive support and assistance in retention efforts.
- * That ASHRAE members renew in a timely manner.
- * That other objectives, as set forth by the Society President (PAOE Criteria), the Board of Directors or the Membership Promotion Committee are fulfilled.

M. MANAGEMENT BY OBJECTIVES (MBO)

MBO is a tracking tool used by the membership committee to record tasks that must be completed by the committee, or appropriate subcommittee. The task status, deadlines, responsible party, and level of importance can also be recorded. Appendix C is an MBO Action Outline, which should be used with the Chapter Membership Promotion Chairs in establishing the Regional Membership Promotion goals.

The Membership Promotion Committee has been using MBO techniques for several years. The Committee's goals and objectives cover the following basic areas:

- * New Members
- * Membership Retention
- * Delinquency
- * Advancement in Grade
- * Student Transfers
- * Any special task set forth by the Committee

MBO Goals for the Membership Promotion Committee should be coordinated with Society goals as set by the President (PAOE). Regional goals may be higher than those of Society, if deemed practical by the DRC.

N. DIRECTOR-AT-LARGE RESPONSIBILITIES

(Excerpt from Manual of Procedures for Officers and Directors)

- 4.3.3 Directors-at-Large shall be assigned as ex officio members to all Standing General Committees except Finance, Long Range Planning and Nominating (520-102-002). A Director-at-Large may expect to be appointed as a Board Ex Officio (BOD ExO) of one or more committees, as a voting member of one council, and as a member of one or more BOD subcommittees.
- 4.3.4 For each committee to which a Director-at-Large is appointed as Board Ex Officio, he shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of the Society.
- 4.3.5 The Board Ex Officio shall serve the assigned committees in an advisory capacity and shall provide liaison with the Board of Directors, the councils, and other committees, including the President-Elect Advisory Committee. The Board Ex Officio shall assist the committee in preparing its recommendations to the council and the Board and present any motions to the council that are recommended by the committee. In turn, the Board Ex Officio shall interpret actions of the council and Board to the committee. At committee meetings the Board Ex Officio does not count toward a quorum and shall not vote.
- 4.3.6 The Board Ex Officio may request a committee chairman to attend the Board meetings when the council chairman or the Board Ex Officio presents the report (or part of the report) of the council. This practice is encouraged only in such instances where a direct exchange of information between the Committee Chair and the Board may be significant.
- 4.3.7 The Board Ex Officio shall provide support to his assigned committees as follows (82-01-24-03):
 - a. Communication and interpretation of presidential goals.
 - b. Guidance in fiscal planning.
 - c. Assistance in preparation of annual objectives.
 - d. Monitoring of progress toward completion of annual objectives.
 - e. Assistance in developing action plans to achieve Strategic Plan objectives (SPO's).
 - f. Monitoring of progress toward completion of Strategic Plan objectives (SPO's)
 - g. Ongoing review of the committee's Board-Approved Rules (BAR) and Manual of Procedures (MOP). (92-06-28-5B)
- 4.3.8 The Board Ex Officio shall assess the committee's scope, operation, and personnel and shall suggest changes as needed.
- 4.3.9 The Board Ex Officio shall attend all meetings of his assigned committees and councils with the following exceptions:
 - a. In cases of conflict with BOD meeting, the BOD meeting shall take absolute precedence.
 - b. In cases of conflict between appointed committees, approximately equal amounts of time should be devoted to each committee in question.
 - c. The Director-at-Large who is assigned as Board Ex Officio to the Membership Promotion Committee shall be required to attend only those meetings held during Annual and Winter meetings of the Society.

O. STAFF SUPPORT

The Manager of Membership at Society headquarters will serve as Staff Liaison to the Membership Promotion Committee. Forwarding of information will normally be accomplished by electronic means when feasible. In addition, this position is liaison to all Chapters in the Society and as such will respond to all inquiries from Chapter Membership Promotion Chairs.

Support functions are as follows:

1. To act as Secretary at meetings of the Committee and submit meeting minutes for approval to the Chair prior to distribution; and to distribute meeting minutes to the Committee within 60 days after any regular Committee meetings.
2. To see that agendas (and supporting papers) are forwarded to all Committee Members in a timely manner.
3. To forward ballots to Committee Members for vote on matters as instructed by the Chair.
4. To keep the BARs, Manual of Procedures, and Chapter Membership Promotion Resource Manual current by recommending needed revisions to the Committee and implementing Committee recommendations at least once per year.
5. To see that the Committee reports to the Board of Directors and Members Council are prepared and submitted in a timely manner.
6. To keep the Committee apprised of actions of other Society Committees that affect the activities or the operation of the Committee.
7. To forward each new member of the Committee copies of the BARs and Manual of Procedures when appointed to the Committee and to forward all members of the Committee copies whenever revisions occur.
8. To forward monthly membership, transfer and delinquent status reports to each Chapter Membership Promotion Chair and to the Regional Vice Chairs on a regular basis.
9. To forward promotional information to non-members attending the Society Annual and Winter meetings, if requested.

P. STRATEGIC PLAN

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 Conference.

LINCOLN BOUILLON AWARD

ESTABLISHMENT OF AWARD

The award was established by the Board of Directors in memory of President Lincoln Bouillon who died in office.

SELECTION COMMITTEE

The Selection Committee shall be comprised of four (4) members of the Membership Promotion Committee: The Chair, Vice Chairs and Staff liaison.

All correspondence and selection data is to be directed to the Chair of the Selection Committee, with copies to the other members of the Selection Committee and staff liaison.

The Chair of the Membership Promotion Committee will coordinate all activities with the Honors and Awards Committee and is the only person to notify any candidates of his/her selection.

The Ex-Officio from the Board of Directors will coordinate all contacts between the Membership Promotion Committee, Selection Committee, and the Board of Directors.

SELECTION OF RECIPIENT

The Society Membership Promotion Committee, by majority vote, shall select the recipient of the award, subject to the concurrence of the Honors and Awards Committee and the Board of Directors.

RESTRICTIONS

The recipient of the Lincoln Bouillon Award cannot be a member the Society Membership Promotion Committee, a member of Staff, or a member of the Board of Directors. A Society Membership Promotion Committee member can receive the Lincoln Bouillon Award for activities performed prior to serving on the Society Membership Promotion Committee.

Selection Procedure

Background

The LBA was established by the Board of Directors in memory of Lincoln Bouillon who died while serving as Society President. Membership promotion was one of his major interests, and for that reason the LBA is used to recognize the person (usually a chapter Membership Promotion Chair) who promoted Society membership growth with the most enthusiasm, creativity, innovation, and effectiveness.

Restrictions

The recipient of the Lincoln Bouillon Award cannot be a member of the Society Membership Promotion Committee, a member of staff, or a member of the Board of Directors.

A Society Membership Promotion Committee member can receive the Lincoln Bouillon Award for activities performed prior to serving on the Society Membership Promotion Committee. (03-01-30-43)

LBA SELECTION SCHEDULE

June 15-September 1	Regional Vice Chairs to bring name (s) and address(es) of Lincoln Bouillon Award candidates to June committee meeting or incorporate as a portion of the regional report.
September 1	Staff to mail the following to candidates: A. Standardized Cover Letter B. Biographical Data Form C. Candidate Information Sheet Copy of (A) should go to chapter past president and Regional Vice Chair of Membership Promotion. A second standardized cover letter should be sent to the past Chapter President asking for his/her recommendation. Letters should ask for 1 copy to be returned to the staff liaison.
October 31	Staff Liaison to collect statistical data to make PAOE and analytical point calculation.
November 10	Staff liaison to send copies of candidate information sheets to Membership Promotion Executive Committee for review during Fall Executive Committee meeting.
December 1 members	Candidate information packets of three finalists sent to all voting Of Membership Promotion Committee.
December 15	Voting members of Membership Promotion Committee shall return ballots to LBA Subcommittee Chair for tabulation. LBA Subcommittee Chair reports results during Winter committee meeting.
January	Membership Promotion Committee Chair advises Honors and Awards Committee Chair of the selection.

June

Award presentation.

Revised 1/99

Sample letter to LBA Candidate

Date:

To:

From:

Subject: Lincoln Bouillon Award for (Insert Society Year)

The LBA was established by the Board of Directors in memory of Lincoln Bouillon who died while serving as Society President. Membership promotion was one of his major interests, and for that reason the LBA is used to recognize the person (usually a chapter Membership Promotion Chair) who promoted Society membership growth with the most enthusiasm, creativity, innovation, and effectiveness.

Your name has been submitted as a nominee for this prestigious award because of your outstanding contributions in membership promotion. In order that the award committee may review your accomplishments, and select the final recipient from among the nominees, please complete the enclosed Biographical Data Form and Candidate Information Sheet. Please return the forms to my attention by September 15.

Thank you for providing us with this information, and for your efforts on behalf of membership promotion. The final decision on the award recipient will be made at the Winter Meeting.

**LINCOLN BOUILLON POINT CALCULATION FORM
SOCIETY YEAR**

Candidate: «FirstName»

Chapter: «ChapterName»

Figures used should reflect activity for the period ending June 30.

A. NEW MEMBERS ACCEPTED (10 pts. per 1% new members)		
1. New members elected from 7/31/ through 6/30/		
2. Area Assigned Member Count		
Points = [1]/[2] x 100 x 10		
Total	«NewMbrsElected»/«AAM»*100*10	0

B. DECREASE IN DELINQUENCY (10 pts. per 1% delinquency reduction below 10%)		
1. Unpaid members as of 6/30/ (Including Resignations)		
2. Area Assigned Member Count		
Points = (10-[1]/[2] x 100) x 10		
Total	(10-«UnPdMbrs»/«AAM»*100)*10	0

C. NET PERCENT GROWTH (10 pts. per 1% net growth)		
1. New Members as of 6/30/		
2. Unpaid Members (Including Resignations) as of 6/30/		
3. Area Assigned Members		
Points = (([1]-[2])/3) x 100 x 10		
Total	((«NewMbrsElected»-«UnPdMbrs»/«AAM»)*100*10	0

D. NUMBER OF ADVANCEMENTS (5 pts. per 1%)		
1. Members advanced as of 6/30/		
2. Area Assigned Members		
Points = ([1]/[2]) x 100 x 5		
Total	(«MbrsAdv»/«AAM»*100*5)	0

E. MEMBERSHIP NIGHTS (10 pts. each)		
1. Points Number of Membership Nights _____ x 10		
Total	«PointsMPnight»*10	0

F. CHAPTER COMMITTEE SIZE (1 pt. for each 1% of Area Assigned Member Count)		
1. Number of Committee Members		
2. Area Assigned Members		
Points = ([1]/[2]) x 100 x 1		
Total	(«NumComMbrs»/«AAM»)*100*1	0

TOTAL POINTS EARNED		
A. NEW MEMBERS ACCEPTED	«NewMbrsElected»/«AAM»*100*10	0
B. DECREASE IN DELINQUENCY	(10-«UnPdMbrs»/«AAM»*100)*10	0
C. NET PERCENT GROWTH	((«NewMbrsElected»-«UnPdMbrs»/«AAM»)*100*10	0
D. NUMBER OF ADVANCEMENTS	(«MbrsAdv»/«AAM»*100*5)	0
E. MEMBERSHIP NIGHTS	«PointsMPnight»*10	0
F. CHAPTER COMMITTEE SIZE	(«NumComMbrs»/«AAM»)*100*1	0

Total		0
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LINCOLN BOUILLON AWARD

SCORE SHEET / BALLOT

Candidate No.	# 1	# 2	# 3
Name			
Region			
Chapter			

1. STATISTICAL PERFORMANCE (Enter statistical score from LBA Statistical Data sheet.)			

2. SUBJECTIVE PERFORMANCE (Rate each candidate on a scale of 1 to 100 for each of the subjective areas.)			
Organization			
Effort			
Methods & Techniques			
Creativity			
Achievement			
Presentation			
TOTAL SUBJECTIVE POINTS (Enter subjective total.)			
Total			

3. FINAL RANK (Consider scores for statistical performances to be worth 40% and subjective performance at 60%. Rank the candidates 1st, 2nd and 3rd.)			
Rank			

Name of Scorer: _____

Date: _____

APPENDIX B

RIBBON AWARDS

Establishment of Award

The Ribbon Awards were established by the Membership Promotion Committee as a means to recognize individual chapters from each Region that meet criteria for membership improvement.

Criteria

The criteria for the award is established by the Membership Promotion Committee and can be changed from time to time at the discretion of the Committee at the Annual (Summer) Meeting of the Society.

The specific numerical goal for attaining this award is set by the Membership Promotion Committee at the Annual Meeting, and applies to the previous year's accomplishments.

Type of Award

The Awards shall be one Blue Ribbon to the Chapter in each Region for the most points above par in the membership growth column of the PAOE report. This ribbon is to be attached to a blue rosette with the year, "First Place" and "Membership Promotion" imprinted in gold.

A second place ribbon is to be awarded to the Chapter in each Region that attains the second highest points above par, such award to be red rosette with a red ribbon, inscribed "Second Place" and "Membership Promotion".

A third ribbon is to be awarded to the Chapter in each Region that attains the highest number of online renewals, such award to be green rosette with a green ribbon, inscribed "First Place" and "Membership Promotion".

Each Chapter in the Region scoring par or higher is to be honorably mentioned at the CRC Awards presentation. Chapter names and points achieved are to be published each year in "Insights".

APPENDIX C

**MBOs
For Standing Committees**

Prior to the Society Annual Meeting, the committee vice chair or the individual who will be the next year's chair will prepare objectives for the committee for the next year and present these objectives to the committee for review at the committee's meeting held during the Society Annual Meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item, and a copy of the objectives will be sent to headquarters staff.

If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with him/her to complete objectives.

Staff will send copies of objectives to the BOD Ex Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.

Each goal or objective should be Specific, Measurable, Aligned with ASHRAE's goals and objectives, Realistic and Timebound (i.e. SMART) which includes a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.

A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, and a copy of the objectives will be sent to headquarters staff.

A final report of the objectives will be included in the committee report submitted to the council at the Society Annual Meeting, and a copy of the objectives will be sent to headquarters staff. The objectives prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. These two reports on objectives will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.

Attached is a suggested format for committee objectives.

APPEN

OBJECTIVES

_____ Committee

Chairman: _____

Society Year: 20__ - 20__

Date: _____

Objective	Planned Completion Date	Fiscal Impact	Responsibility	Program Approved	Cost Budgeted	Status

- List objectives, not action items or ongoing committee activities such as updating the committee’s MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion date for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or body.
- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

APPENDIX D

FORMAT FOR REGIONAL REPORT

(Note: E-mail your report to the committee at least one week before the meeting, or per the submittal schedule for that year as issued by staff.)

DATE: _____

TO: MEMBERSHIP PROMOTION COMMITTEE

RE: REGION _____ MEMBERSHIP REPORT

1.0 **REGIONAL ACTIVITY:**

- Give overview of the status of the current Society Membership Promotion campaigns (year-to date)
- Summarize your CRC Workshop – attendance, action items, motions that went forth from your region related to membership promotion, or any other highlights. Submit completed CRC workshop resource manual evaluation forms to the CRC subcommittee chair. Provide feedback (+/-) on strategies used to present workshop materials.
- List your regional LBA Nominations and details about your Regional Awards

2.0 **CHAPTER CONTACT**

- Give overview of Chapter visits (include details on what you did during your visit and suggestions for others to consider),
- Means of contact with Chapters, success of your Newsletters (include number of newsletters issued since the July 1 start of the ASHRAE year,
- Feedback (+/-) from chapters (include feedback on how we can optimize volunteer time).
- Status of chapter PAOE reporting (how many chapters reporting?)
- Status of chapter planning session with RVC (how many chapters completed planning and any notable progress)

3.0 **CHAPTER HIGHLIGHTS**

- Detail any outstanding or successful Chapters including Chapter incentives for: Membership night promotional ideas or noteworthy incentives, activities, gimmicks, golf tournaments, fishing trips, give-aways, etc.

5.0 **REGIONAL STATISTICS – Attach Excel spreadsheet summary of statistics for each chapter, including Regional totals and PAOE points.**

- % New Members {# of New Members / # Total Society Members}
- % Delinquents {# Unpaid Members over 90 Days / # Total Society Members}
- % Cancellations {# Unpaid Members Cancelled (over 180 Days) / # Total Society Members}%
- Advancements {# Advancements / # Total Society Members}
- % Net Growth {% New Members - % Cancellations}

Submitted By: _____

APPENDIX E

CHANGES TO RULES OF THE BOARD

All changes to Rules of the Board must be approved by the Board of Directors. Proposed changes (including ROBs, BARS, manuals) may be recommended by committees, councils and Board members. Changes proposed by a committee shall be submitted to the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

To propose a change to an existing ROB:

Use ~~strike through~~ to show deletions and double underlining to show additions. The proposed change, as a minimum, shall include the ROB number, the proposed change, and the reason for the change.

To propose a new ROB:

Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:

It is recommended that this rule be placed in ROB Book II, Publishing Council BAR..

It is recommended that this rule be placed in ROB Book I, section 300, Meetings of Members.

To propose rescinding an existing ROB:

Include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.

APPENDIX F

**MEMBERSHIP PROMOTION COMMITTEE
MENTORING PROGRAM**

In accordance with ROB 100-128-003, the following procedures have been established for mentoring of incoming new voting members to the Membership Promotion Committee.

The Committee Chair for the new members first year shall have the following responsibilities:

- A. Assign an incumbent committee member as mentor to each incoming new voting member of the committee prior to the orientation session held at the annual meeting.
- B. Ensure that the time allotted at the beginning of the orientation is sufficient for proper introduction of the new member by the assigned mentor.
- C. Ensure that the staff liaison provides the new member a copy of the committee Board Approved Rules (BAR), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the committee.
- D. Conduct an orientation session, with the help of the CRC Subcommittee, for the new members that includes the following:
 - Committee functions, focus and objectives.
 - Overview of Board Approved Rules (BAR) and Manual of Procedures (MOP).
 - Review of typical meeting format and member duties and responsibilities.
- E. Ensure the committee's MBO's include mentoring as an on-going objective.
- F. Assess the effectiveness of the mentor/new member relationship and report findings to Members Council as deemed necessary.
- G. Provide any assistance to enhance the mentor/new member relationship.

The mentor for the new member shall have the following responsibilities:

- A. Prior to the new member orientation session, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
- B. The mentor should plan to meet the new member before the orientation session is scheduled to start and introduce him/her to the incoming chair and early arriving members.
- C. The mentor should introduce the new member with pertinent data such as:
 - Member's field of expertise and employer
 - Chapter and city of the new member
 - Former chapter, region and Society positions previously held by the new member
- D. After the orientation session and during the new members first year, the mentor should make every effort to ensure the new member understands the items covered during the orientation session and answer any questions that may arise concerning the committee's procedures or operations.
- E. Encourage the new member to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The mentoring relationship terminates at the end of the new member's first year on the committee.

APPENDIX G

GUIDELINES FOR AWARDS

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.