

Template for Committee ROB

Notes in Italic are suggestions to the writer and should not appear in the ROB. The Finance Committee and Environmental Health Committee ROBs are included as good examples.

NAME OF COMMITTEE

2.XXX.001 Scope and Purpose

This committee shall be responsible for activities and issues that relate to..... including but not limited to

2.XXX.002 Membership

2.XXX.002.1 Composition

The members of this committee shall be as follows:

- Chair: Any special requirements of Chair Position
- Vice Chair: Any special requirements of Vice Chair Position
- Voting Members: Composition of membership and special requirements of each type of member and any experience, background or sector. Include terms of service. *Note: These members, positions, and terms will appear on the official roster. Note: These members unless otherwise noted and as such may qualify for certain benefit.*
- Non-Voting Members: Consultants, Staff, Ex officio, etc., as required. *Note: These members, positions, and terms will appear on the official roster and as such may qualify for certain benefits.*

2.XXX.002.2 Qualifications *See ROB 2.104.004.1 and 3.300.004, A.3.*

Explain how various members get the position, appointed by president, is VP of society, past member of another committee, etc. Terms of service for the membership can go here instead.

2.XXX.003 Operation *(example actions are listed)*

2.XXX.003.1

This committee shall coordinate

2.XXX.003.2

This committee shall develop

2.XXX.003.3

This committee shall monitor, promote, liaise, etc.,...

2.XXX.004 Policy

If there are any policies governing this committee or council's operation, they should be stated here. *(only if they don't appear somewhere else in the ROB.)*

2.XXX.005 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 prior to the annual meeting. 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.

Note: This paragraph may not be needed since the BOD has not assigned strategic responsibilities to all councils and committees. If the committee has a Strategic Plan obligation then the exact wording of this paragraph should be used.

Additional Suggestions:

- Do not repeat any rules that are already spelled out in 2.104, 2.105, or other places in the ROB, unless this committee is taking exception to these rules.
- Do not upwards or sideways delegate, i.e. “The vice chair will serve on the Planning subcommittee of Technology Council”. In this example, it is up to Technology Council to define its subcommittee structure.
- Do not include operational details. The ROB States **what** the body is responsible for. The MOP states **how** the body will get these things done.
 - i.e., In the MOP it will state that the chair is responsible for assigning responsibilities, the vice chair is responsible for the budget and the chair will organize three subcommittees committees to perform other specific duties. The Reference Manual will go into more detail than the MOP.
- Do not overlap duties of another body unless you will be co-cognizant, or if each body specifically brings something to the table.
- Empowerment. Be brief in the ROB. Moving more information to the MOP will reduce dependence on the BOD. The more details that can be moved into the reference manual, will reduce the dependence on higher bodies for approval of changes. The reference manual should have forms, acronyms, awards,
- Consistency. Be sure to use the same words and titles to describe a position, an action or an entity. Be consistent with capitalization and use of acronyms.

Examples of Concise Committee ROBs

FINANCE COMMITTEE

2.408.001 SCOPE AND PURPOSE

This committee provides supervision of the Society's fiscal operations in accordance with the Bylaws and the policies set forth by the Board of Directors. (520-126-002)

2.408.002 MEMBERSHIP

2.408.002.1 Composition (05-06-29-08)

The members of this committee are as follows

- Eight (8) voting members including the Treasurer, at least two Vice Presidents and five (5) other members of the Society. (SBL 7.4)
- The coordinating officer of the committee shall be the Treasurer. (520-102-001)
- The chair of this committee shall be the Treasurer.
- An officer from each council shall be a member of this committee.

2.408.002.2 Qualifications

It is suggested to the President-Elect that appointments to this committee be made of individuals who could be considered potential officer candidates. (67-01-29-14)

2.408.002.3 Term of Service

The length of term of the members (other than the Treasurer and the Vice Presidents) is three years, two or more new members to be appointed each year. Length of term (including appointments to fill unexpired terms) should be specified at time of appointment. (85-06-26-11/86-06-25-09/94-06-26-03)

2.408.003 OPERATION

2.408.003.1 General Requirements

This committee shall submit recommended 2-year fiscal plans, including the succeeding year's annual budgets to the Executive Committee prior to its fall meeting. The Finance Committee shall monitor expenses to see that expenditures are within the approved budgets. (06-01-22-05)

The Finance Committee shall target the annual budget for the General Fund of the society to provide a General Reserve Fund equivalent to approximately 1/3 of each current year General Fund total expenses, but not less than 20%. (91-01-20-13/03-01-29-11)

The Finance Committee shall direct the investment of ASHRAE funds by the financial consultant in accordance with guidelines established by the Finance Committee with the objective of preservation of capital with reasonable growth at a chosen level of risk. (98-06-24-06)

A representative from this committee shall be assigned to each council as liaison between the committee and the council. (87-06-28-02)

2.408.003.2 Budgets 520-126-004 88-06-26-02/92-07-02-05/96-02-18-04/98-06-24-06

The Finance Committee is responsible for development and recommendation of the following budgets to the BOD:

General Fund Budget
Research Fund Budget

The vote for adoption of the budgets shall be taken at the Annual Meeting.

2.408.003.3 Investment Policy 700-110-101 79-06-24-02/87-06-28-03/92-06-28-02/97-06-29-07/99-01-24-18 03-01-29-06

The ASHRAE investment policy is approved

2.408.003.4 Investment Management 700-111-001 01-01-31-12

The investment advisors are switched to Lesesne Capital Management, the timing of the switch to be subject to staff review of the contractual agreement with the current investment advisor.

2.408.004 Manuals and Procedures

This committee is responsible for reviewing, recommending changes and interpreting the following:

- **Fees, Dues and Privileges**
- **Strategic Plan** (with respect to fiscal limits)

ENVIRONMENTAL HEALTH COMMITTEE (520-122)

2.406.001 SCOPE AND PURPOSE

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.

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

- Maximum of 15 voting members, including a chairman and vice chairman; a past member of the Standards Committee; a past member of Research Administration Committee (Research Liaison 2.0, 4.0, or 5.0); a physician; a past chairman of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4 or 4.3); at least one member from outside the U.S. and Canada; a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official); a past Society officer who has recently served in that capacity. (85-06-27-58/86-06-22-22/98-01-16-16/07-03-02-6B)
- Board ex-officio and coordinating officer

2.406.002.2 Qualifications

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 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 his/her term as president.

The chairman of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)

2.406.003 OPERATION

2.406.003.1 General Requirements

This committee shall maintain a long-range plan for Indoor Air Quality conferences and submit this plan to Technology Council at the annual meeting. (98-01-16-16)

2.406.003.2 Budget

The budget of this committee may include travel costs for liaison to other groups working on environmental health issues and travel costs to bring members of other societies/groups with needed expertise to meet with this committee. Travel costs (other than normal transportation costs) will be available only for Environmental Health Committee members who have no allegiance to ASHRAE, and would attend only to assist with this committee and related activities.

2.402.004 STRATEGIC PLAN 09-06-21-12C

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 prior to the annual meeting. 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.

(Prepared by Society Rules Committee, October 17, 2011)