



## 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 (RVC); 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;
- For RVCs, attending his/her Chapter Regional Conferences (CRCs) and preparing and conducting GAC training workshops at the CRCs;
- Preparing reports, as required by Society and this Committee's Chair
  - For RVCs, please refer to this Committee's Resource Manual for a sample Standardized RVC Reporting and an Annual Schedule of suggested activities;
- Working with the Chapters to promote ASHRAE standards, products, and services with local, provincial, state, and national governments;
- Organizing and participating in Government Outreach Events;
- 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.