

ASHRAE  
RESPONSIBILITY AND QUALIFICATION SUMMARY  
FOR  
SOCIETY PRESIDENT-ELECT

Responsibilities

- Succeeds the President automatically at conclusion of the President's term.
- Is the principal assistant to the President and shares operating responsibilities as delegated by the President.
- Chairs Members Council and President-Elect Advisory Committee.
- Prepares any changes planned for the Presidential Award of Excellence (PAOE).
- May expect to be included in certain more important meetings between the President and staff.
- Presents the slate of committee appointments at the beginning of his/her term of office as President, actual preparation of this list must be made during the term as President-Elect.

Obligations

- Shall be able to travel extensively and devote considerable time to Society:
  - approximately 60-80 days per year of travel and meetings,
  - expenses of transportation, hotel, meals, parking, registration, and social events (including spouse) may be reimbursed upon request.
- Shall attend Society's Annual and Winter Conferences, BOD meetings, two Executive Committee meetings, and four Chapters Regional Conferences as well as make numerous Society headquarters, intersociety and international visits during the year.

Qualifications

- Shall have experience with financial matters either having served on Finance Committee or have experience in their professional career.
- Shall have served as a Director and a Vice President.
- Shall not be eligible for re-election to the same office for additional consecutive year.
- Shall have or be able to attain an international passport.
- Shall have been a Full Member (grade) of Society prior to date of election.
- Receives no salary, emolument or compensation from ASHRAE for services rendered to the Society as an officer.

Other Desirable Qualifications/Criteria

- Should never be nominated solely as honor or reward, but should be based on their ability to lead Society.
- Should have served as Treasurer of Society.
- Should have participated broadly in Society activities (chapter, region, technical committees, standards committees, standing committees, etc.) to provide a broad understanding of the Society, how it functions and its member's needs around the world.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.
- Should consent to a three-year subsequent continuance of service to Society if elected.

Supporting Documents

- Society Bylaws
- MOP for Officers and Directors
- MOP for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1