

ASHRAE  
RESPONSIBILITY AND QUALIFICATION SUMMARY  
FOR  
SOCIETY VICE PRESIDENT

Responsibilities

- Serves as a member of Executive Committee, Board of Directors and serves as Chair or Vice Chair of a Society council.
- Assists President and President-Elect.

Obligations

- Shall be able to travel extensively and devote considerable time to Society:
  - approximately 40 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, three Chapters Regional Conferences, and numerous Society and special meetings.

Qualifications

- Shall have served as Society Director.
- Shall be willing to serve the 2-year term.
- 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.
- Shall have participated broadly in Society activity at chapter, region, standing committee or international levels.

Other Desirable Qualifications/Criteria

- Should never be nominated solely as honor or reward.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.

Supporting Documents

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