CTTC Chapter Chair Calendar

May – July

- Recruit a CTTC Chair and additional CTTC committee members as needed.
- Set up a CTTC committee meeting and assign members to manage Program, Technology Transfer, Government activities, Refrigeration activities, etc.
- Contact your CTTC Regional Vice Chair (RVC). Attend the CTTC Workshop at your Fall CRC (if applicable).
- Announce Chapter-level Technology Award deadlines, requirements for competitions at Chapter, Regional and Society levels and actively encourage and assist with submissions.

August

- Review the current CTTC PAOE with committee and BOG members, develop tentative Chapter monthly programs (speech sessions, dinner speeches, tours, etc.) of the year (typically from September through May). Encourage joint activities with local government and other professional organizations, universities, and schools.
- Prepare MBOs.
- Review the current Distinguished Lecturers (DLs) roster and topics, propose preferred DLs/topics to BOG, reserve a DL allocation with your RVC, and contact nearby Chapters to see if a multi-visit DL trip is possible. With consent from RVC, contact the DL to set up a mutually agreed date to speak at a Chapter meeting, and submit DL Participation Form to RVC for approval.

September

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Schedule a planning session with your RVC, which is due by October 30th.
- Schedule a DRC and RVC visit to a Chapter meeting.

October

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

November

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Consider if you would like to host an additional DL visit using one of the DL pool visits made available on December 1.

December

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.

- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

January

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Assemble judges, judge Chapter's Technology Award entries, and notify Chapter winners. Forward winners to RVC for Regional competition.

February

- Contact your CTTC Regional Vice Chair (RVC). Attend the CTTC Workshop at your Spring CRC (if applicable).
- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

March

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Help Chapter's Regional Technology Award first-place winners to refine entries in preparation for Society submittal by June 1.

April

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.

May

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Provide a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- At near completion of CTTC activities and PAOE reports of the year, consult with RVC and submit applications for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award, due by September 30th, to Society.

June

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering on ASHRAE website.
- Remind BOG members, committee chairs and membership to report qualified PAOE activities, and enter these PAOE points before July 15th.