CTTC Regional Vice Chair (RVC) Calendar

July

- Obtain a list of current year's CTTC Chairs from ASHRAE report. Update mailing/contact information lists as necessary.
- Send introductory letter to all CTTC Chairs.
- Begin preparation for CTTC workshop at fall CRC (if applicable). Contact those who may be of assistance at Regional or Society level.
- Review PAOE year-to-date totals for CTT by July 15 deadline.
- Prepare Regional CTTC MBOs for use at the Region's planning session.

August

- In preparation for fall CRC's, make sure there are sufficient chapter chair certificates and other materials for distribution.
- Prepare a regional "CTT Annual Report" for presentation at the first business session at the fall CRC.
- Conduct the CRC Workshop, with assistance from others, as needed. Submit Workshop Evaluation Summary Forms within 30 days following the CRC to Headquarters.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
- Select chapters to host a Distinguished Lecturer, conferring with the DRC. Communicate with selected chapters so they may incorporate in their 12-month planning schedule.

September

- Send out letter reminding all CTTC Chairs of their responsibilities.
- Ask CTTC Chairs for 12-month planning schedule.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
- Monitor Chapter Distinguished Lecturer utilization.
- Submit nominations for the Dan Mills and Donald Siller Awards to Society for judging prior to September 30 deadline.

October

- Around October 15, notify Chapter Presidents and CTTC Chairs of submission dates for PAOE points.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
- Work on subcommittee assignments as assigned and by due dates set by the CTTC.
- Monitor Chapter Distinguished Lecturer utilization. Notify CTTC Chairs regarding November 30 deadline for scheduling of visits allocated to region. Encourage CTTC Chairs to apply for unused visits available through Society after November 30.

November

- Work on subcommittee assignments as assigned and by due dates set by CTTC.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.

- Monitor Chapter Distinguished Lecturer utilization. Notify CTTC Chairs regarding November 30 deadline for scheduling of visits allocated to region. Encourage CTTC Chairs to apply for unused visits available through Society after November 30.

December

- Prepare and distribute second or third regional letter.
- Continue efforts on subcommittee assignments as applicable.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
- Prepare Regional RVC report, liaison overview, and updated MBO for Society meeting. Submit documentation to CTTC per the criteria established by the committee.

January

- Interface with subcommittee members and CTTC Chairs as they prepare progress reports.
- Attend CTT Committee and assigned subcommittee meetings at ASHRAE Winter Conference.
- Attend other required committee/council meetings at ASHRAE Winter Conference.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

February

- Begin preparations for spring CRC Workshop (if applicable). Contact those who may be of assistance at Regional or Society level.
- Begin preparation for third quarter regional letter preparation.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

March

- Continue work on subcommittee assignments as applicable.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
- Assemble judges, judge chapter entries, and notify chapter winners of regional technology awards winners. Help winners to refine entries in preparation for Society submittal by June 1.

April

- Add any additional materials to enhance the CTTC Workshop for spring CRC.
- Continue effort on subcommittee assignments as applicable.
- Around April 15, notify Chapter Presidents and CTT Chairs of due date for PAOE point submission. Closely monitor PAOE reporting and work with delinquent chapters.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

May

- In preparation for spring CRC, make sure there are sufficient chapter chair certificates and other materials for distribution.
- Prepare a regional "CTTC Annual Report" for presentation at the first business session at the Spring CRC.

- Conduct the CRC Workshop, with assistance from others, as needed. Submit Workshop Evaluation Summary Forms within 30 days following the CRC to Headquarters.
- Around May 15, notify Chapter Presidents and CTT Committee Chairs of due date for PAOE point submission. Push for final phase of PAOE reporting.
- Monitor CTTC Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
- Determine due dates CTTC awards and notify CTT Chapter Chairs.

June

- Prepare for ASHRAE Annual Conference.
- Attend CTT Committee and assigned subcommittee meetings at ASHRAE Annual Conference.
- Attend other required committee/council meetings at ASHRAE Annual Conference.
- Around June 15, notify Chapter Presidents and CTT Committee Chairs of due date for final year-end PAOE point submission.
- Monitor FINAL CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC Address any apparent discrepancies in reporting observed.