



Building Energy Quotient Committee Member Responsibilities

General Overview

1. **General Description of the position:** The Building Energy Quotient Committee is responsible for the operation of the Building EQ enterprise including the business planning, training, and marketing of the programs. The committee has the overall responsibility to determine the technical developments that are required to support these activities. The committee has the responsibility for directing the development of marketing programs to determined target audiences. The committee is responsible for coordinating the activities of all three Councils regarding the Building EQ EQ program. The Building Energy Quotient Committee reports directly to ASHRAE's Board of Directors.
2. **Composition of the committee:** The committee shall consist of (8) voting members including the Chair, Vice-chair. Non-voting consultants may be added as required. Non-voting members also include the coordinating officer.
3. **Term of Service:** Service for voting members is intended to be for a 3-year period. Appointments are made each year by the President-Elect for the administrative year covered by his/her term as President. Non-voting members serve one year terms.
4. **Required Qualifications:** The Chair and Vice-Chair shall be a current or past member of the Board of Directors. Voting members should be considered for their broad business and marketing experience as well as their representation of building owners and/or government agencies. Consultants provide expertise for specific issues or partnerships being addressed by the committee.
5. **Helpful Qualifications, experience, interests, skills:** Committee members will advise and work with ASHRAE staff, BOD, the Councils, Technical Committees, and outside organizations to guide the development, management, and marketing of the Building EQ program. Familiarity with or certification as either a Building Energy Modeling Professional or Building Energy Assessment Professional is encouraged.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences:**
 - Meeting date/time: The committee meets on Sunday from 8:30am-11:30am. Subcommittees meet for two hours on Saturday between 11:00ampm-3:00pm.

- Who covers transportation? Transportation costs are covered by the Society for all appointed voting and non-voting members of the committee. Room and board are not reimbursed.
- Other expenses covered by Society: None.
- Subcommittee work description: Subcommittees are created as needed for the on-going development, management, and marketing of the bEQ program. Current subcommittees include: Business Development and Methodology
- Special events: None.

2. **Requirements between Annual and Winter Meetings:**

- Frequency of Conference Calls and face-to-face meetings: Additional conference calls and interim meetings are scheduled as needed. A standing one-hour monthly conference call is typical. In addition to the Annual and Winter Meeting schedules, the committee is authorized to hold 1-2 face-to-face meeting per Society year. Interim meetings are only held if needed.
- Individual work load and anticipated time requirement: While most of the committee's work is expected to take place during the face-to-face meetings and conference calls, committee members would be expected to spend additional time on committee activities depending on their position on the committee and the status of the program. For example: Review and update of the marketing materials is expected to require an additional 6-10 hours per month. Overview of additional technical developments for the program is expected to require an additional 6-10 hours per month.

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