



Center of Excellence for Building Decarbonization (CEBD)

Committee Job Description

General Overview

- 1. General Description of the position:** The ASHRAE Center of Excellence for Building Decarbonization (CEBD) Standing Committee is focused on strategy, thought leadership, industry collaboration, and public advocacy related to building decarbonization. It upholds commitments to education and training, standards, research, and technology by working with the ASHRAE Councils and Committees to expedite the delivery and coordination of technical resources, technical review, standards coordination, training development, resource internationalization, member engagement, and development to decarbonize the built environment.

The CEBD defines ASHRAE's strategy/roadmap for decarbonization. It also sets the annual priority of all ASHRAE's decarbonization projects aligned with that strategy. The CEBD works with ASHRAE Councils and subcommittees, to request/secure the project funding through the Executive Committee. The CEBD will act as the cognizant authority for ASHRAE's position documents related to decarbonization and be responsible for creating and updating them.

- 2. Composition of the committee:** Eight (8) voting members, the Chair (voting member), and the Vice Chair (voting member) for a total of ten (10) voting members. The Chair and Vice Chair shall hold the grade of Full Member or higher in the Society. Voting members of the committee shall have an Associate Grade or higher in the Society.

Non-voting members include the Treasurer of the Society, who shall serve as Coordinating Officer, and a liaison appointed from each of the Councils (Members Council, Technology Council, and Publishing and Education Council), and up to three (3) members of other organizations collaborating with the CEBD. Liaisons from the Councils must be members of the Council they represent.

- 3. Term of Service:** The term of service is intended to be one (1) year for the Chair, one (1) year for the Vice Chair and two (2) years for other voting members, and the liaisons will serve one (1) year terms.
- 4. Individual workload and anticipated time requirement per week (or month):**
4-8 hours per month
- 5. Required Qualifications:** A collaborative individual with a strategic
 - Passion for decarbonization
 - Strategic, forward-looking mindset
 - Thought leadership and very knowledgeable
 - Knowledge of the current issues in decarbonization along with ASHRAE's position related to those issues.
 - Collaborative



6. **Helpful Qualifications, experience, interests, skills:** A passion for decarbonization.
 - Global in decarbonization. A global perspective of decarbonization.
 - Relationships with other industry organizations involved in decarbonization.
7. Diverse knowledge of the ASHRAE organization.

Specific Time, Money, and Task Commitments

1. **Attend:** Each member of the CEBD is expected to attend all meetings of the CEBD, any subcommittee on which they serve, and is strongly encouraged to attend, if possible, the annual ASHRAE decarbonization conference(s).

Meeting dates/times: All members and liaisons are expected to attend all regularly scheduled meetings, currently held for one hour every other Friday at 3PM EST. The CEBD meets during the Society Annual Conference and the Winter Conference on Sunday from 8:00 to 10:00 A.M. Additionally, members are expected to attend a two-day annual CEBD Strategic Planning Meeting usually held in April or May.

2. **Monetary Commitments:** Airfare or mileage is paid by the Society for transportation to meetings only. Hotel accommodation is not reimbursed, except for the CEBD Annual Strategic Planning meeting. Meals are not reimbursed, although continental breakfast and lunch are sometime provided by ASHRAE.
3. **Task Commitments:** The CEBD Chair shall be responsible for the organization and functioning of the committee; Preside over meetings governed by the current edition of ASHRAE Simplified Rules of Order and call additional meetings as needed; Prepare meeting materials as well as review and approve draft meeting notes; Prepare management by objectives (MBOs) for the committee; Appoint members with the assistance of the staff liaison and committee members; Assign a mentor for all incoming members; Appoint or reappoint ad hoc subcommittees as needed; Appoint subcommittee chairs and members for standing subcommittees; Enact the succession plan and appoint the Vice Chair in collaboration with the Coordinating Officer.

The Vice Chair shall be responsible for performing all other duties that the chair may assign; In the absence of the Chair, the Vice Chair shall preside over any scheduled or called meetings of the Committee; If the Chair cannot perform the Chair's duties, the Vice Chair will assume all duties of the Chair until a successor is appointed.

The Staff Liaison shall be the Manager of Building Decarbonization and shall serve as staff liaison to the CEBD; In cooperation with the assigned committee member, prepare draft meeting notes, track voting results, maintain a list of action items, and other support activities.

All Liaisons shall have the responsibility to convey information to committees the appointed person is liaison to, and report back on activities undertaken by those committees that are relevant to the CEBD or CEBD Subcommittee.

Requirements between Annual and Winter Conferences / Meetings

The CEBD shall meet a minimum of once before the ASHRAE Annual Meeting for strategic planning, once in conjunction with the ASHRAE Annual Meeting, and once in conjunction with the ASHRAE Winter Meeting. Transportation will be reimbursed upon request for the Annual and



Winter Meeting. Travel expenses will be reimbursed upon request for the strategic planning meeting. Teleconference meetings are not limited.

Other Committee Activities

The CEBD takes a supporting role in a number of operational activities and may lead an operational activity if it so chooses. The following is a summary of these activities.

1. **Technical Resources.** Expedite the delivery of technical resources that help design engineers and other industry professionals deliver and operate low-carbon buildings. Develop additional technical resources, system design, and operations guides related to building decarbonization.
2. **Technical Review.** Review technical content related to building decarbonization submitted to ASHRAE for comment and approval.
3. **Standards Coordination.** Coordination of ASHRAE and other industry standards for consistency in decarbonization related terminology, definitions and guidance.
4. **Training Development.** Develop on-demand and in-person building decarbonization related training seminar materials for society and chapter level audiences.
5. **Resource Internationalization.** Tailor existing technical resources and training materials for application outside of the United States and Canada.
6. **Member Engagement.** Encourage ASHRAE membership to embrace decarbonization related practices and provide appropriate opportunities for volunteer engagement.

Development. Work with the Development Committee to help secure funding from industry partners, foundations, governments, and other external sources for the activities of the CEBD.

Refer to the Committee's Reference Manual and/or Manual of Procedures, posted to the committee-specific page ashrae.org, for more information.