

**Chapter Technology Transfer Committee (CTTC)**  
**Member Responsibilities**  
Updated 2/24/2022

**General Overview**

1. **General description of the position:** This committee shall provide efficient and effective transfer of current and relevant information throughout the HVAC&R industry. The committee shall develop and maintain high quality and readily available tools to enable chapters to offer informative and attractive industry-related information and programs to all target segments. The committee shall maintain a committee structure and membership that supports effective and enthusiastic activities by its volunteer members.
2. **Composition of the committee:** This committee shall consist of 19 voting members, including a chair, two vice chairs, 15 regional vice chairs, one Chapter Programs coordinator, and one Tech Hour Coordinator. There are also two non-voting members, consisting of a BOD Ex Officio member and a coordinating officer.
3. **Term of service:** Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by their term as president.
4. **Required qualifications:** Regional Vice Chairs shall hold Full Member grade for at least three years prior to the start of their term, be in good standing, reside in the Region they represent, and be nominated for the position by their respective CRC.

CTTC provides an opportunity for members to learn about the Society and develop leadership skills. Members liaise with other members and committees, develop and promote committee programs, develop and present CRC presentations, assist chapters with planning and scheduling programs, promote continuing education activities, update and revise committee procedures, and maintain the committee's website.

**Specific Time, Money, and Task Commitments**

1. **Attend the ASHRAE Annual and Winter Conferences:** CTTC meets during the Society Annual Conference in late June and the Winter Conference in late January. All members attend CTTC meetings on Friday from 8:00 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to noon. New members attend orientation on Saturday from 1:00 to 2:30 at the Annual Conference. The Chair reports to Members Council on committee activities at each Society conference.
  - a. **Who covers transportation?** Only transportation costs to two Society Conferences are reimbursed by Society. Room and board are not reimbursed. Incoming members are invited to attend the H&A meeting at the Annual Conference, with transportation costs reimbursed. Regions may provide RVCs an allowance for expenses.
  - b. **Special events at conferences:** All committee members are invited to attend a "pay your own" dinner together on Friday evening.
2. **Requirements between Annual and Winter Conferences:** Subcommittee assignments and action items may require conference calls and/or email communications between conferences. RVCs are expected maintain on-going communication with Chapter CTT Chairs, monitor chapter programs, PAOE, and administer CTTC Award Programs.

3. **Subcommittee work description:** CTTC has two subcommittees: Member Services and Operations. These subcommittees meet during each Society conference and at least once in between each conference.
4. **Individual workload and anticipated time requirement per month:** CTTC members may spend 1-8 hours per month on committee activities depending on their position and time of year.
5. **Attend your Chapters Regional Conference (CRC) each year:** CTTC RVC's typically attend CRC from Thursday through Saturday night or Sunday morning. They make the CTTC Workshop Presentation for CTT Chapter chairs, participate in the regional awards presentation, and report during the business meeting. CRC transportation costs are paid by Society. For regions with spring CRCs (VI, VIII, XI), new RVCs attend as the Incoming RVC. The outgoing RVC would present the workshop and incoming RVC watches and learns. Typically, the current RVC asks the incoming RVC to help with a part of the workshop so they have a chance to participate with their incoming chapter chairs.
6. **Attend your Regional Planning Meeting each year:** The purpose of the Regional Planning Meeting is to plan the Region's activities for the year, setting goals, and developing a Regional MBO plan. All regional officers are expected to attend the meeting.
7. **Chapter visits:** Based on need identified by the DRC, the CTTC RVC is expected to visit selected Chapters in their Region. Transportation costs are paid by Society. The chapters typically pay for your hotel and meal costs. The Region picks up the cost if the chapter is not able to.

For additional information regarding CTTC Programs and Activities, visit [www.ashrae.org/cttc](http://www.ashrae.org/cttc).