

## **Communications Committee Job Description**

### **General Overview**

#### **1. General Description of the position:**

The Communications Committee is responsible for providing training, guidance, and policies to ASHRAE member groups as it relates to communications. This includes communication-enabling tools such as:

- Websites and Member Management Platforms
- Group Collaboration Tools (Basecamp)
- Emails and Newsletters
- Virtual Meeting Tools
- Social Media
- Video Content, Training, and Publishing (YouTube)

#### **2. Composition of the committee:**

The Communications Committee reports to Members Council and is a standing committee of the Society. The committee is composed of eight voting Members including a chair and vice chair. In addition, a non-voting Board of Director (BOD) Ex-Officio and a coordinating officer are assigned.

#### **3. Term of Service:**

The term of service is intended to be three years. Appointed by Society President.

#### **4. Individual workload and anticipated time requirement per week (or month):**

Anticipated workload is between 2-10 hours per month.

#### **5. Required Qualifications:**

- ASHRAE Member
- Familiar with modern and relevant communications tools
- Able to work on projects/assignments and present findings to the committee
- Able to attend scheduled committee meetings (in-person and virtual) throughout the Society Year with time to work on action items between meetings
- Committee work regularly takes place on Basecamp. Members are required to join the Basecamp Project and engage in discussion on the platform.

#### **6. Helpful Qualifications, experience, interests, skills:**

- Knowledge of communications trends and best practices
- Operations of ASHRAE groups such as chapter, region, technical committees, or other standing committees
- Websites and member management platforms
- Group collaboration tools (i.e. Basecamp)



- Emails and newsletters
- Virtual meeting tools
- Active on social media and aware of current trends and best practices
- Video content, tools for creating and sharing, training, and publishing

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

#### **1. Attend Committee Meetings**

##### Meeting dates/times:

- Attend Communications Committee meetings at the ASHRAE Annual and Winter Conferences held Saturday from 11 AM until 3 PM.
- Attend regularly scheduled virtual meetings. Currently, these are held monthly on the same day of the week and last no longer than 90 minutes.
- Currently, interim Members Council meetings are held virtually and the Chair may be requested to attend as a voting member of the Council.

##### Special events:

- The Communications Committee Chair is a voting member on Members Council and can attend the President's Sunday Night Reception at the ASHRAE Annual and Winter Conferences.
- The Communications Committee Chair may also be requested to attend the YEA / Student Mixers held Saturday evening at the Winter and Annual Conferences.

#### **2. Monetary Commitments:**

Transportation costs in compliance with ASHRAE travel reimbursement policy are paid by Society. Room and board are not reimbursed. No other expenses are covered by Society.

#### **3. Task Commitments:**

Each committee member will be responsible for working to achieve committee MBOs, which are set annually in accordance with Society initiatives. Tasks are generally discussed at committee meetings and assigned based on discussion.

### **Requirements between Annual and Winter Conferences / Meetings**

Accomplish action items as assigned.

#### **Other Committee Activities**

It is strongly recommended that the standing committee member attend their regional Chapter Regional Conference (CRC) and assist them in conducting Communications workshops.

*Refer to the Committee's Reference Manual and/or Manual of Procedures, posted to the committee-specific page at [ashrae.org/cc](http://ashrae.org/cc) for more information.*