



COMMUNICATIONS COMMITTEE SUMMARY OF DUTIES

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 is a standing committee of the Society and is composed of eight voting Members. In addition a 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. Required Qualifications:

- ASHRAE Member
- Familiar with appropriate electronic communications
- Able to work on projects/assignments and present findings to the committee
- Attend scheduled committee meetings (in-person and virtual) throughout the Society Year.

5. Helpful qualifications, experience, interests, or skills:

- Communications trends and best practices
- Operations of ASHRAE groups such as Chapter, Region, Technical Committee, or Standing Committee
- Websites and Member Management Platforms
- Group Collaboration Tools (Basecamp)
- Emails and Newsletters
- Virtual Meeting Tools



- Social Media
- Video Content, Training, and Publishing (YouTube)

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Conferences:

- Communications Committee meetings are held on Saturday from 11:00 a.m. – 3 p.m.
- Project committee adhoc meet virtually in the week preceding in-person meetings. In-person adhoc committee meetings are at the discretion of the members.
- 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.
- The Communications Committee Chair is a voting member on Members Council and can attend the President's Sunday Night Reception.

2. Requirements between Annual (Summer) and Winter meetings:

- Regularly scheduled virtual meetings are held.
- There are no face-to-face meetings in spring and fall, however the Chair may need to attend a fall Members Council meeting in Atlanta.
- Committee work regularly takes place on Basecamp. Members are required to join the Basecamp Project and engage in discussion on the platform.
- It is strongly recommended that the standing committee member attend their regional Chapter Regional Conference (CRC) and assist them in conducting Communications workshops.

3. Other committee activities of which a prospective member should be aware:

- The individual workload and anticipated time requirement per month are approximately 5-10 hours/ month.
- The standing committee member will be assigned an adhoc project committee to lead or serve on.

Society Communications Committee members have a real interest in improving how ASHRAE members worldwide work together. They often have previous experience in Chapters (Webmaster, Newsletter Editor, Chapter Communications Chair), Regions (Regional Communications Chair), Technical Committees (Webmaster) and/or other ASHRAE groups. The standing committee member will get wide exposure to a number of ASHRAE members.

ASHRAE Communications Committee Job Description 11/12/2020

Reviewed by Communications Committee Chair 6/5/2023