



## HISTORICAL COMMITTEE

### Responsibilities (for Standing Committee Members)

#### General Overview

General Description of the committee: Composition of the committee is (7) seven voting members.

The Mission includes the sponsoring, encouragement and research into the history of advances of the arts and sciences of HVAC&R. Which includes conducting historical symposiums, seminars, etc. and sponsor historical displays at Society meetings, encouraging authorship and publication of articles of a historical nature, locating and identify items of historical significance, encouraging regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter, maintaining a catalog of literature of historical significance, to work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives and to maintain a MOP that describes the committee's overall methods and procedures of operation.

Term of Service: (3) three years as appointed by the President-Elect, there is no limitation to the length of service beyond the (3) three years.

Required Qualifications are a deep interest in the recording and preserving of history and a desire to serve Society and the industry.

Helpful qualifications, experience, interests, or skills: Service as a Chapter or Regional Historian is desirable, but not required. Experience in writing papers and publications is desirable. Organizational skills, research and/or library skills are also desirable.

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

##### Attend the ASHRAE Annual (Summer) and Winter Conferences.

- The Historical Committee meets on Sunday following the opening of each meeting/convention at 8:30 a.m. and concludes at noon. The chair and vice chair attend the PEC meeting on Tuesday morning.
- Transportation: Transportation costs are paid by society for Voting Members only. No other expenses are reimbursed by Society. All Regional Historians are encouraged to attend, but as non-voting members, they do not qualify for transportation costs.
- Other Expenses covered by Society: This committee has a budget that is limited to the Leadership Recall Interviews conducted at each Winter and/or Annual Conference when candidates are available. The cost of the Historical Symposiums or Seminars are also covered by Society.
- Subcommittee work description. There will be sub-committee meetings prior to the meeting of the entire committee. You will be assigned to a couple of subcommittees and there is some work to do on those committees in between meetings.

## **The current sub-committees are:**

### **Administrative/Archives Subcommittee: (3) members**

- Review the ROB that pertains to this committee and compare it to the MOP to ensure it is in line with the Society objectives.
- Review the Reference Manual to ensure it accurately reflects the committee operations.
- Review the ASHRAE policy and guidelines for maintenance of the Society archives and make suggestions for preservation of Regional and Chapter history materials.

### **Communications/RVC guidelines Subcommittee: (3) members**

- Provide guidance to Region Historians to encourage and maintain continuing interest in ASHRAE and Industry history on a regional/chapter level.
- Communicate with Region Historians to identify and publish historical project submissions.
- Communicate with Region Historians to identify Gold Ribbon award winners that could be considered for the Lou Flagg Award.
- Communicate with the Chapters for historical articles to publish in Insights or the ASHRAE Journal.
- Write / distribute via email and posting on [ashrae.org/historical](http://ashrae.org/historical) a “Historian’s Newsletter” 2-4 times a year – another way to encourage Region/Chapter historians.
- Review the Regional and Chapter Historian Guide and make revisions and additions as necessary.
- Seek significant historical materials to add to the AS HRAE Library from retired members and/or make appropriate purchases of significant books, journals artwork or artifacts as budget allows.

### **Awards/Leadership Voices Subcommittee: (3) members**

- Oversee the processes for any awards under the authority of the committee (Lou Flagg Award, Milestone Marker, etc.)
- Coordinate and conduct the video taping of the Society Past President by ASHRAE staff and the professional videographer. Index all videos through ASHRAE staff.
- Verify that an appropriate waiver of disclaimer of rights is obtained, in writing, from interviewee. Maintain list of prospective interviewees and develop a schedule as budget allows.

### **125th Anniversary Celebration Special Subcommittee: (4) members:**

- Oversee various approved funded projects for 125<sup>th</sup> anniversary
- Report updates
- Subcommittee will be disbanded after 2019-2020 SY as its work will be done.

## **Requirements between Annual and Winter conferences.**

- Conference calls as required, most work is done through e-mail contact.
- Full committee meetings occur at each Winter and Annual Conference.
  - Transportation is covered by Society for voting members only.
  - Voting Members must cover personally, all other expenses including hotel and meals.

## **Time Requirement.**

- Attending the Winter and Annual Conference is imperative since most business is conducted during the meetings.
- All other communications are by e-mail and can be accomplished as your time allows.
- Review of the MOP and Reference Manual are conducted annually with reports to be delivered at the Winter and Annual conferences.

**For more information, go to [www.ashrae.org/historical](http://www.ashrae.org/historical). Our MOP, ROB, Chapter and Regional Historians Guide, and meeting minutes can be obtained on the website. Also see the “Leadership Voices” area of the website to view the video interviews.**