

Honors & Awards (H&A) Committee
Member Responsibilities
Updated 2/24/2022

General Overview

1. **General description of the position:** The H&A Committee administers the Honors and Awards program of the Society under guidelines established by the Board of Directors. The purpose is to reward outstanding performance by ASHRAE members and activities by non-members in advancing the goals of the Society.
2. **Composition of the committee:** This committee shall consist of 11 voting members, including a Chair and Vice Chair; in addition, a BOD ex-officio member and a coordinating officer are assigned. Occasionally, consultants with special knowledge are asked to be non-voting members.
3. **Term of service:** Service on the H&A Committee is intended to be for a 3-year period. However, appointments are made each year by the President-Elect for the administrative year covered by their term as president.
4. **Required qualifications:** All members should be at least Associate Member grade. For balance, it is desirable that the committee include at least one Presidential Member, one Fellow, one Canadian resident, and one resident from outside of the U.S. and Canada. Since much of the work of the committee is done in executive session, members should have a reputation for discretion. Members should have high professional stature.

Participation on the H&A Committee provides members with an opportunity to learn about the Society and develop leadership skills. Members evaluate award nominations, liaise with other members and committees, champion Society award programs, revise and update committee procedures and forms, and maintain the committee's website.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual and Winter Conferences:** H&A meets during the Society Annual Conference in late June and the Winter Conference in late January. All members attend the H&A meeting on Sunday and Monday afternoons. New members attend orientation at the Annual Conference on Monday following end of the H&A Committee meeting. The Chair reports to Members Council on committee activities and recommendations at each Society conference.
 - a. **Who covers transportation?** Only transportation costs to two Society Conferences are reimbursed by Society. Room and other expenses are not reimbursed. Incoming members are invited to attend the H&A meeting at the Annual Conference, with transportation costs reimbursed.
 - b. **Special events at conferences:** All committee members are encouraged to attend the Plenary award presentation on Saturday afternoon at both Society Conferences. The H&A Committee Chair attends the practice for the Plenary and participates in the award presentation.
2. **Requirements between Annual and Winter Conferences:** Subcommittee assignments and action items may require conference calls and/or email communications between meetings.

Award nominations are sent to committee members for review following the December 1 and May 1 deadlines for review prior to each Society conference.

3. **Subcommittee work description:** Each H&A member (other than the Chair) will serve on one of the following subcommittees: Personal Awards, Paper and Pass-Through Awards, Media or planning.
4. **Individual workload and anticipated time requirement per week or month:** H&A members may spend 2-4 hours per month on committee activities depending on their position and time of year. During the periods after submission deadlines, at least 12 hours will be required to evaluate candidates for awards.

For additional information regarding H&A Programs and Activities, visit www.ashrae.org/honors.