



## Chapter Technology Transfer Committee (CTTC) Job Description

### 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 21 voting members, including a chair, two vice chairs, 16 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 three-year period. Appointments are made, however, each year by the President-Elect for the Society year covered by their term as president.
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. **Required qualifications:** RVCs 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.
6. **Helpful qualifications, experience, interests, or skills:** CTTC provides an opportunity for members to learn about the Society and develop leadership skills. Members liaise with other committees, develop and promote committee programs, develop and present CRC presentations, assist chapters with planning and scheduling programs, promote continuing education activities, and update and revise committee procedures.

### Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual and Winter Conferences:**
  - a. Meeting dates/times: CTTC meets during the Annual Conference in late June and the Winter Conference in late January, February, or early March. All members attend CTTC meetings on Friday from 8:00 am to 5:00 pm and Saturday from 8:00 am to noon. New members attend a virtual orientation in May or early June. The Chair reports to Members Council on Tuesday at each Society conference.
  - b. Special events: All committee members are invited to attend the Distinguished Lecturer (DL) Mixer on Friday evening from 5:15-6:30pm at the Winter Conference and a “pay your own” CTTC dinner on Friday evening at during both conferences.
  - c. Monetary commitments: Society covers transportation costs only (not room and board). Incoming CTTC members are invited to attend the CTTC meetings at the Annual Conference, with Society covering their transportation costs. Regions may provide RVCs an allowance for expenses.
  - d. Task commitments: While at the CTTC meetings you are expected to participate in discussion, provide updates from your Region, and meet with your assigned subcommittee.



## 2. Attend your Chapters Regional Conference (CRC) each year:

- a. Meeting dates/times: Varies by Region, but RVC's typically attend CRC from Thursday through Saturday night or Sunday morning.
- b. Monetary commitments: Society covers transportation costs only (not room and board).
- c. Task commitments: As an RVC you will present the CTTC Workshop Presentation for CTT Chapter Chairs, participation in the regional awards presentation, and report during the business meeting. 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 would watch and learn. 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.

## 3. Attend your Regional Planning Meeting each year:

- a. Meeting dates/times: Varies by Region
- b. Monetary commitments: Society covers transportation costs only (not room and board).
- c. Task commitments: The purpose of the Regional Planning Meeting is to plan the Region's activities for the year, set goals, and developing a Regional MBO plan. All regional officers are expected to attend the meeting.

## 4. Chapter visits:

- a. Meeting dates/times: Varies by Region
- b. Monetary commitments: Society does not cover any costs. Your Region may cover transportation costs – check with your Region's DRC.
- c. Task commitments: Based on need identified by the DRC, the CTTC RVC is expected to visit selected Chapters in their Region to review the roles and responsibilities of CTTC and brainstorm programming ideas.

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

CTTC has two subcommittees: Member Services and Operations. These subcommittees meet during each Society conference and at least once in between each conference. 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.

### **Other Committee Activities**

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