



PLANNING COMMITTEE

Member Responsibilities

GENERAL OVERVIEW

1. General description of the position: The Planning Committee (PLC) is responsible for ASHRAE's long-range and strategic planning activities on a continuing basis.

The PLC role is to assist the Board of Directors (BOD) and the organization to think strategically in planning for the future. These activities include determining methods for soliciting creative ideas from the membership, assessing capabilities, making strategic assessments, formulating strategies, and recommending new initiatives to the BOD for adoption as strategic goals on an ongoing basis. The PLC reports to the BOD.

2. The members of this committee are as follows:

A. Between nine (9) and twelve (12) voting members, including a chair and vice chair

a. During the three-year strategic planning cycle, two-years for strategic plan development and one year following the launching the strategic plan, it is recommended that the membership of Planning be at the maximum allowed.

b. During the two-year "gap" of a five-year strategic plan duration, it is recommended that the membership of Planning be at the minimum allowed.

B. In addition to the chair and vice chair, voting members shall include

1. one Director-at-Large,
2. one Director and Regional Chair,
3. one member who is serving on the YEA Committee at the time of appointment, and
4. two members in good standing who have not served on the Board of Directors,
5. up to five (5) additional members of the Society who are serving or have served as Board members

C. Non-voting members include the Executive Vice President and one Staff Director.

3. Term of Service: With the exception of the Society Vice President, the Executive Vice President, and the staff director, service on this committee is intended to be for a 3-year term.

Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. The Society Vice President shall serve two years contingent on his/her election as a Society Vice President and his/her appointment by the President-Elect.



The Executive Vice President shall be a permanent non-voting member of the committee.

4. **Required Qualifications:** All voting members except the member who represents YEA must hold the grade of Full Member or higher in the Society.
5. **Helpful qualifications, experience, interests, or skills:** Strongly preferred qualifications include demonstrated ability in strategic, forward thinking and a broad understanding of recent past, current, and potential issues facing the Society. It is also preferred that several PLC members are able to clearly articulate strategic concepts to help facilitate strategic discussions with the BOD ExCom, during the BOD fall planning session, and other interactions with the BOD.

SPECIFIC TIME, MONEY, AND TASK COMMITMENTS

1. Attend the ASHRAE Annual (Summer) and Winter conferences.

- a. The PLC meets on Friday, the day prior to the Annual and Winter conferences. If a PLC member is assigned to liaise with a council or committee, the member should plan to be present for the appropriate council or committee meetings held during the Annual and Winter conferences as well as to participate in conference calls of the council or committee. Frequently, PLC members elect to attend most of the Annual and Winter conferences to maintain familiarity with current Society issues and become aware of strategic directions the Society may pursue.
- b. Transportation costs are paid by the Society.
- c. Subcommittee work description: There are no on-going PLC subcommittees; however, there are likely to be subcommittees formed per the prerogative of the PLC chair to carry out committee MBOs or for other reasons. It may be determined that these subcommittees will meet during the Annual or Winter conferences.
- d. Special events to be aware of at the Annual and Winter conferences: Because the PLC is responsible for guiding the BOD through its strategic planning activities, there may be special BOD sessions held during Annual and Winter meetings that require PLC participation.

2. Requirements between Annual and Winter conferences.

- a. Describe the frequency of conference calls: The PLC holds at least one conference call in the fall and one in the spring following the Annual and Winter conferences. Typically, the PLC will hold two or three calls in the periods between the Annual/Winter/Annual conferences. Subcommittees formed to carry out committee MBOs are likely to also

hold conference calls, depending on what the subcommittee leads determine is necessary. Committee and subcommittee conference calls are two hours or less in duration.

- b. PLC does not hold regular face-to-face spring or fall meetings; however, if the BOD determines it wishes to hold a special strategic planning session, then PLC members may be required to attend this meeting.

Typically, the BOD conducts its annual strategic planning discussions during the fall planning session concurrent with the fall BOD meeting (usually occurring mid-October to early November). Some PLC members who are not current members of the BOD may be invited to participate in this session.

- c. Describe individual workload and anticipated time requirements per week (or month): Most of the individual workload is determined by the individual's assignment to support the PLC chair's MBOs. Work is likely to occur in bursts, requiring up to a few hours per week over a short period of time.

Once activities supporting an assigned MBO are completed, then the individual's workload is minimal beyond what is necessary to be familiar with committee activities (a few hours here and there). The committee chair workload consistently averages a few hours a month with extra time needed to prepare for special events, such as the fall BOD planning session and the Winter and Annual conferences.

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

Strategic leadership of the Society is the Board's most important role, and PLC members enjoy the strategic thinking and big-picture perspective when looking forward on the Society's behalf. Members are also able to weigh strategic ideas and make recommendations to determine which is the most appropriate for the Society to pursue, anticipate the steps that must be taken in pursuing the ideas (most importantly, gaining BOD member support for the ideas), facilitate implementation of those steps, and evaluate impact when a change has been implemented.

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