



Research Promotion Committee Member Responsibilities

General Overview

1. General Description of the position: The RP Committee is responsible for overseeing and coordinating all fundraising activities at the Chapter and Regional levels. Funds are raised to support five separate funds: Research, Education, ASHRAE General Fund, Endowed support (ASHRAE Foundation), YEA, and ASHRAE held Scholarships. YEA and Scholarship support began with the 2013-14 RP Campaign.
2. Composition of the committee: ExCom (5), Committee (14), and Nonvoting Positions which include a Board ExO and ARC President/Representative.
3. Term of Service:
 - a. ExCom: 4 year term: Years 1-3 serving as Vice Chair (4 Vice Chairs), Year 4 serving as Chair
 - b. Committee: 3 year term
4. Required Qualifications: No required qualifications but experience as RP Chair at the Chapter level is highly desired.
5. Helpful qualifications, experience, interests or skills: The two most important skills that an RP Committee member needs are: a willingness to solicit funds from every type of donor (members and non-members/companies) and the ability to think beyond the needs and desires of their home Chapter/ Region to see the “big picture” of ASHRAE fundraising. Even though RP-RVCs serve as a Regional representative, they must think beyond what their high performing region does easily or what’s best for their small home chapter and look at how best to engage all members, and all companies from the entire Society. They also must be willing to become actively engaged with their Chapter RP Chairs, assisting whenever possible and working with staff to better serve the volunteers. Additional Interests & Skills: Fundraising, Public speaking, learning more about the research program of ASHRAE, actively participating in various Chapter fundraising activities, and actively participating in the training of Chapter Volunteers.

Specific Time, Money and Task Commitments

1. Attend the ASHRAE Annual (summer) and Winter Conferences:
 - a. You will typically fly in on Friday afternoon and meet from 7:30am – 1pm on Saturday at the Winter Conference and from 7:30 – 3pm on Saturday at the Annual (summer) Conference. The first portion of the Annual Conference is the RP Committee Meeting and the second portion is training, brainstorming, and planning for the upcoming RP Campaign that begins on July 1. New and returning RVCs are expected to attend both sessions on Saturday during the Annual Conference. In addition to the committee meeting during the Winter Conference, RVCs are invited and encouraged to attend the President’s Luncheon on Monday. They are also encouraged to visit and speak with Regional donors at the AHR Expo. The Annual Conference is typically in late June and the Winter Conference is in late January. A complete list of future dates and locations may be found on your Membership Card.

- b. Transportation costs are paid by Society. Transportation is cost associated with travelling to the meeting only and follows ASHRAE's existing Transportation Policy. Room and board are not reimbursed. Some regions may help pay for a portion of these other costs. Please confirm with your DRC what costs might be reimbursed thereby.
 - c. Please check with your DRC for Regional specifics. RVC's have their travel expenses covered by Society to attend their CRC (Spring CRCs only) and the Annual (summer) Conference just prior to becoming the RVC.
 - d. There are no standing Sub-Committees.
 - e. Special events to be aware of at these meetings. There is a casual "Friday Night Dinner" at a local restaurant, allowing the committee to socialize together. Attendance at this dinner is not required but typically everyone comes. All RVCs are invited to attend the President's Lunch at the Winter Conference and highly encouraged to attend if their Region has a Platinum or Golden Circle (\$10,000+) donor.
2. Requirements between Annual and Winter Conferences:
- a. Full RP Committee conference calls are rare but RVCs do participate in 4-5 Conference Calls with the assigned RP-Vice Chair and are encouraged to have quarterly conference calls with their chapters to check on progress. The exact schedule of Vice Chair/RVC Conference Calls are set at the Annual Conference for the upcoming Campaign year. They are also encouraged to participate in the "Lunch & Learn" programs conducted by Staff throughout the year.
 - b. Outside of the CRC, and two Conferences, Region I-XII RVCs are expected to attend one Centralized Training session. These are traditionally held in Chicago (O'Hare-Rosemont area) in August and September. The exact schedule and locations are determined by the RP Committee during the Winter Conference for the upcoming Campaign year. While RVCs may not be directly responsible for training, they are responsible for coordinating and ensuring that all of their RP Chairs attend at least one training session (a total of three are conducted) and participate in a Regional break-out and topic specific break-out sessions during the training they attend at the regional level. RVCs are expected to attend the Training review on Friday afternoon (typically beginning at 3pm) and Friday Night Dinner prior to Training. The Training schedule is set to allow all participants to depart from the training hotel area no later than 3:00pm on Saturday. Friday Night Dinner and lunch on Saturday are provided to all participants.

Region XIII and RAL RVCs will participate in RP Staff led during each Region's CRC. The schedules for each training are determined in cooperation with the DRC and CRC Chair. CRC Training must last a minimum of 6 hours, may be split over separate days, and not take place during scheduled CRC social events.

- i. Centralized Training transportation costs only are covered by Society. RVCs should check with their DRC about whether the region reimburses them for room and board expenses or a portion thereof.
- ii. All RVCs are expected to make a donation to one of the funds of the RP Campaign. This gift is a minimum of \$100 but most make larger investments.

- c. RVCs are expected to be in regular (minimum monthly) contact with their chapters to check on status and pass along Headquarter messages and action items. In addition, they should be able to answer Headquarters' and RP-Vice Chair questions promptly. Each Campaign runs from July 1st to June 30th with the busiest months of the campaign being July – September, November-December and May-June. Contacts with Chapters should increase during these months. In addition to contacting Chapter RP Chairs, the RVC is often asked to personally contact major donors (approximately 10-20) in the Region. These personal calls should take no more than 2-3 hours in February and 2 hrs in June. Each Region is different and if there are specific questions about the exact number of calls, donors and contact schedule, please ask the ASHRAE RP Staff.
3. Attend your Chapters Regional Conference (CRC) each year:
 - a. Please check with your DRC for specific Regional information. There is no official Training or meeting held at CRCs for RP, with the exception of Region XIII and RAL. Chapter RP Chairs' transportation costs to the CRCs are not reimbursed by Society, with the exception of Region XIII and RAL. These two Regions conduct their Training at the CRC and therefore transportation is reimbursed. RVCs are welcome to hold an informational meeting at the CRCs for those in attendance but there is no set program required. In order to qualify for PAOE Bonus Points and \$100 incentive, a 2-hour minimum training/informational meeting must take place. This meeting is specifically designed for RP Chairs and other volunteers interested in the RP Campaign or Fundraising. It may not be one part of an existing 2-hour meeting. Display materials, PowerPoints, etc. may be requested from RP Staff. RVCs typically present the previous year's RP Awards, as applicable.
 - b. Transportation costs are paid by Society.
 - c. Please check with your DRC for specific Regional information.
4. Attend regional planning meeting:
 - a. Please check with your DRC for specific Regional information.
 - b. Attendance at your regional planning meeting is critical for planning the upcoming year and your regional activities. The meeting length, location, and time of year will depend on when your CRC is held – whether in the spring or fall. It is important to verify how your regional planning meeting is conducted and what expenses are covered by the region. Your responsibility is to report on the regional RP Committee activities and gather input and feedback from your regional leadership. It is also a time to discuss other regional activities such as nominations, honors, and awards.
 - c. Transportation costs only are paid by Society.
 - d. Please check with your DRC for specific Regional information. Several regions generally cover some of these expenses for this meeting but please verify this with your DRC.
5. Chapter Visits
 - i. Based on the need identified by the DRC in the Region, the RP RVC is expected to visit 2-4 selected Chapters in their Region each year. Transportation costs only are paid by Society. The chapters are typically asked pay for your hotel (as applicable) and meal costs. The region generally picks up the cost of what the chapter is not able to pay.

Chapter visits are also an opportunity to visit employers, give an extra workshop, attend a board of governors meeting, etc. Review all chapter visit schedules with your DRC for approval thereby.

6. The RP Committee is more than “just” Fundraising. It’s participating in one of the most important Committees of the Society. Without Research, there would be no ASHRAE – or at least not the ASHRAE of the last 100 years. Joining the RP Committee allows its members to interact with other members from all sides of ASHRAE – Technical, Research, Publication, Education, Foundation and Regional management. It’s a great springboard onto many other committees, with many moving on to DRC.

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