

Standards Committee Job Description

General Overview

1. General Description of the position:

The Standards Committee (StdC) is responsible for the development and maintenance of standards and guidelines, including standards intended for inclusion in codes. It also cooperates with, and supervises the Society's participation in, other organizations in the development, preparation, and adoption of standards, guidelines, and codes. The Chair and Vice Chair are nominated by the President-Elect and appointed by the Board of Directors (BOD).

2. Composition of the committee:

There are twenty-eight (28) voting members, including a Chair and a Vice Chair. Non-voting members include a Board Ex Officio member and a Coordinating Officer.

3. Term of Service:

Members serve for a term of four years starting immediately after the Annual Meeting of the Society. Members are elected by the ASHRAE BOD.

4. Individual workload and anticipated time requirement per week (or month):

Varies by subcommittee assignment, but typically limited to no more than one or two hour virtual meeting every other month.

5. Required Qualifications:

Members of this committee must be of Member or Associate Member grade.

6. Helpful Qualifications, experience, interests, skills:

Members are selected from various interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists. It is highly desirable that members have standards experience. Some representation from outside of the U.S. is desirable.

Specific Time, Money, and Task Commitments

1. Attend

- **Meeting dates/times:**

For winter and annual meetings, the Standards Committee usually meets from 8:00 AM – 12:00 PM on Saturday and 7:30 AM – 10:00 AM on Wednesday. The subcommittees meet on Friday and Tuesday for 3 to 4 hours. You are expected to attend the PC Chairs' Breakfast on Sunday from 7:30 AM to 9:00 AM. If assigned to a project committee as an SPLS Liaison, members should stop in on assigned project committee meetings to offer assistance and answer questions.

There will be subcommittee meetings prior to the meeting of the entire Standards Committee. StdC members will be assigned to one or more subcommittees, which may meet up to two times during each winter and annual meeting.



The current subcommittees are the Planning, Policy, and Interpretations Subcommittee (PPIS), the Standards Project Liaison Subcommittee (SPLS), the Standards Reaffirmation Subcommittee (SRS), and the Code Interaction Subcommittee (CIS).

- Special events:

2. Monetary Commitments:

Airfare or mileage is paid by the Society for transportation to the meetings only. Hotel and meals are not reimbursed, although continental breakfast and lunch are sometimes provided by ASHRAE.

3. Task Commitments:

Varies by subcommittee assignment, but typically limited to no more than one or two hour virtual meeting every other month.

Requirements between Annual and Winter Conferences / Meetings

- Virtual meetings are scheduled on an as-needed basis for expedited actions. Typically, there are two to four each year.
- There are typically two to four virtual meetings of subcommittees each year.
- There may be one face-to-face meeting in the spring and fall.

Other Committee Activities

Refer to the Committee's Reference Manual and/or Manual of Procedures, posted to the committee-specific page ashrae.org, for more information.