**Standards Committee  
 Committee Member Responsibilities**

**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 six (26) voting members, including a Chair, Vice Chair. There are also a Board Ex-Officio member and a Technology Council 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. Required Qualifications: Members of this committee must be of Member or Associate Member grade.
5. Helpful Qualifications: 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 US is desirable.

**Specific Time, Money, and Task Commitments**

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

• For winter and annual meetings, the Standards Committee usually meets from 8:00 am - 3 pm on Saturday and 8 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 Chair's breakfast Sunday from 7 am to 9 am. If you become a Project Committee or Technical Committee Liaison, you will need to stop in on the their meetings to offer assistance and answer questions.

• Conference calls use toll free US 800 numbers.

• There will be sub-committee meetings prior to the meeting of the entire committee. You will be assigned to one or more subcommittees and there is usually some subcommittee work in between StdC meetings.

• The current subcommittees are the Technical Committee Liaison Subcommittee (TCLS), the Planning, Policy and Interpretations Subcommittee (PPIS), the International Liaison Subcommittee/International Standards Advisory Subcommittee (ILAS/ISAS), the Standards Project Liaison Subcommittee (SPLS), the Standards Reaffirmation Subcommittee (SRS), and Code

1. Requirements between Annual and Winter meetings.

• Conference calls are scheduled on an as-needed basis for expedited actions. Typically there are 2 to 4 each year

• There may be one face-to-face meeting in the spring and fall Interaction Subcommittee (CIS).

1. Air fare 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.

• ASHRAE does not typically pay for copy, internet service or other business services. Most documents are shared electronically and the use of a personal computer is highly recommended.

• There are a number of documents that need to be reviewed on a quarterly basis.

1. Standards documents impact all technical areas of the Society and Standards members regularly interact with Society leadership.

*Revised 8/31/2010*