



Student Activities Committee Member Responsibilities

General Overview

1. **General Description of the position:** The Student Activities Committee (SAC) is responsible for creating, coordinating, and maintaining guidelines for all official ASHRAE activities pertaining to students from the K-12 through the college/university level. In addition, the SAC manages annual programs including the Student Design Competition, Undergraduate Program Equipment Grant, and the Winter Meeting Student Program. Also, the SAC establishes criteria for, and evaluates candidates for, annual awards including the Student Branch Advisor of the Year Award, the Youth Outreach Award, the K-12/STEM Leadership Award, and the Student Activities Achievement Award.
2. **Composition of the committee:** The committee is made up of 21 ASHRAE members; 15 of which are Regional Vice Chairs elected from each region, 3 members who represent ASHRAE within ABET, a Coordinating Officer and Board Ex-Officio.
3. **Term of service:** 3 years. Appointed each year by the Society President-Elect.
4. **Required Qualifications:** All committee members must be an Associate Member or higher. Vice Chair and Chair must hold grades of Member or higher.
5. **Helpful qualifications, experience, interests or skills:** Interest and proven experience in student activities and recruitment at a local chapter level.

Specific Time, Money and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Meetings:**
 - a. **Describe what dates they need to be there:** Winter meetings (late January): Subcommittee meetings start on the Friday before the meeting, with a committee dinner immediately following. Saturday, the full Student Activities Committee meets. The Student Program takes place on Sunday followed by the Student Tour. The Student Congress and SBA Congress take place on Monday. Most committee member's leave after this, but the Chair must be present for reporting to Member's Council on Tuesday. The Vice Chair is encouraged to attend Member's Council. Annual Meetings (late June): Subcommittee meetings are on Friday and the full committee meets Saturday. Most members leave the meeting after this time since there are no on-site student programs. Only the chair must then stay to report to Member's Council on Tuesday.
 - b. **Who covers transportation?** Transportation costs only are paid by Society. Transportation is the cost of transportation to and from the meeting only. Room and board are not reimbursed. Check with your DRC to see what other expenses might be covered by the regional fund.
 - c. **Detail any expenses covered by the region:** Some regions do provide some reimbursement for expenses beyond transportation. Please check with your DRC to see what these might be.

- d. Special note for expenses covered by region for incoming positions:** The Incoming RVC will be reimbursed by Society for transportation only expenses to attend the Annual (summer) meeting just prior to their taking office.
 - e. Sub-committee work description:** The Friday meetings are for standing committee sub-committees. Each SAC member will be assigned to one or two of the sub-committees, and there is substantial work to be completed by each the subcommittees between ASHRAE society meetings. Following are the sub-committees:

 - i.** Design Competition
 - ii.** Grants
 - iii.** Post High
 - iv.** K-12
 - v.** Executive
 - vi.** ABET/Accreditation
 - vii.** Special events to be aware of at this meeting. There is a committee dinner on Friday night with the committee members. At the winter meeting, committee members must be present and operate the Student Program, tour(s) and Student Congress.
- 2. Requirements between Annual and Winter meetings:**
- a.** Each subcommittee has a monthly conference call to keep on task with all action items assigned at each meeting.
 - b. Face-to-face Meetings**

 - i.** Only CRCs in between meetings. Others are held by monthly conference call.
 - ii.** Who covers transportation? CRC's only, transportation only is reimbursed by society. The incoming RVC will be reimbursed for transportation for spring CRC's only.
 - iii.** What are other anticipated expenses not covered by ASHRAE? Please check with your DRC to see what might be covered with the regional fund.
 - c. Individual Work Load and Time Requirement**

 - i.** Grants: During the Winter Meeting, the grants subcommittee is charged with reviewing the grant applications from various universities. They rank them based on application criteria and then select recipients. Each grant cannot exceed \$5000 each (for a total of \$160,000 for the entire program). The subcommittee is also charged with reviewing the criteria of the grant program in preparation for the next round of applications. This committee has monthly conference calls throughout the year.
 - ii.** ASHRAE Design Competition: During the Winter Meeting the design competition subcommittee discusses the logistics of the design competition for the upcoming year. They are charged with discussing the program descriptions for the various categories, with final decisions being made by the next Annual Meeting. The criteria for the competition is finalized at the Annual Meeting and posted online for students immediately following the meeting. At the Annual Meeting, all committee members are also charged with judging entries from the

design competition just concluding. Between the Annual Meeting and the Next Winter meeting, the committee members focus on answering questions from students and dealing with immediate problems that may arise with the current competition. The deadline for all entries is May of the following year after being posted. The committee has monthly conference calls throughout the year.

- iii. K-12/STEM: This group works to come up with ways to help members to introduce K-12 students to engineering concepts and ideas. They work to improve resources such as posters, handouts, videos and experiments. They are currently working to develop the first official ASHRAE K-12/STEM program, in addition to the activity-related materials currently supported. This committee has monthly conference calls throughout the year.
- iv. Post High: This sub-committee works throughout the year to ensure all college level students have the resources they need to become engaged in the HVAC industry. For the Winter Meeting, they plan the Student Program at the winter meeting which includes recruiting speakers, organizing the career panel, and the awards portion of the breakfast. They organize and facilitate the student tour of a local facility during the Winter Meeting. They also are charged with organizing and running the Student Congress that takes place on the Monday of the Winter Meeting. At the Annual Meeting, this committee also reviews the student branch manual for necessary changes, votes on the Student Branch Advisor of the Year Award, and begins planning the Student Program for the next Winter Meeting. New post-high program ideas or modifications are discussed at this time also. This committee has monthly conference calls throughout the year.
- v. ABET: This sub-committee represents ABET, the accreditation board for engineering, computing, and engineering technology programs. ASHRAE has a member that serves on the ABET board, an alternate, and two members that serve on the engineering and engineering technology commissions. The sub-committee also approves Program Evaluator (PEV) applications.
- vi. ExCom: This group is made up of the chair and vice-chair of the full SA committee and the chairs of each subcommittee. They oversee the duties of each subcommittee to ensure tasks/action items are completed in a timely fashion. They are also responsible for reviewing the student activities budget. This committee has monthly conference calls throughout the year.

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

- a. Typically the RVCs of the Student Activities Committee fly in on a Thursday and fly home on a Saturday night or Sunday morning. They will present the workshop for SA chapter chairs at the CRC (they get training for this at the Annual Meeting). For regions with spring CRCs (VI, VIII, and XI), you would attend as the Incoming RVC. The outgoing RVC would present the workshop and incoming RVC watches and learns. Typically the current RVC asks the incoming RVC to help with a part of the workshop so they have chance to participate with their chairs. Present regional SA awards, as applicable.

- b. Transportation costs only for the SA Chairs and RVCs are paid by Society. This includes transportation reimbursement for the Incoming SA RVC by Society.
- c. Some regions do provide some reimbursement for expenses beyond transportation. Please check with your DRC to see what these might be.
- d. The Incoming RVC will be reimbursed by Society for transportation only expenses to attend the spring CRC just prior to their taking office.

4. Chapter Visits.

Based on the need identified by the DRC in the Region, the SAC RVC can be expected to visit 2-3 selected Chapters in their Region. Transportation costs only are paid by Society. The chapters are typically asked to pay for your hotel and meal costs. The region generally picks up any cost that 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.

5. 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 whether your CRC is held in the spring or fall. Some regions conduct regional planning sessions in a one day meeting at a central regional location. Some are two-day planning sessions. Others are conducted via web meetings. Some are combined with other regional activities or events such as regional President-Elect Training. 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 Student Activities 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. Other fun or entertaining activities may be planned around the meeting and those are generally optional.
 - 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.
6. Help the Chapter Chairs during the course of the year with questions they may have. Each Student Activities RVC is responsible for communicating with their chapter chairs during the year. Often times a simple phone call is all it takes to prompt someone to act. Everyone is very busy in their personal and professional life. If you make contact with the chair you will be proactive and show them that you care. Communication to your chairs is very important. You should attempt a monthly call to all chapters, but particularly struggling chapters for encouragement and support. There are many ways to work with the chapter chairs throughout the year.

7. Briefly describe any other committee activities of which a prospective member should be aware.

- All Committee members participate in judging the Design Competition submissions
- Provide ongoing support of Chapters in their Region as RVC for SA
- Keep tabs on chapters supporting student branch operations, and help fill areas of need
- Active involvement in local chapter K-12 in-classroom activities.
- Reference and provide input on the K-12 resource website
- Mentor a post-high level student in their local chapter
- Invite post-high level students to local chapter functions
- Host a talk at a local ASHRAE student branch
- Listen to chapter chairs for important feedback for improving SA activities.

Visit <https://www.ashrae.org/membership--conferences/student-zone/student-activities> for related resources.

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