

Technical Activities Committee (TAC) **Member Responsibilities**

General Description

TAC is responsible for overseeing the activities of approximately 100 Technical Committees (TCs), Technical Resource Groups (TRGs), Task Groups (TGs), and Multidisciplinary Task Groups (MTGs). *For simplicity, these groups will be called "TCs" for the rest of this document.* A section head position within TAC oversees a "section" of approximately 10 committees, monitoring them to make sure they are operating properly based on the TAC Manual of Procedures (MOP) and providing a conduit to communicate direction from Technology Council and the Board to the TCs, as well as provide feedback of TC needs to the rest of ASHRAE.

Composition of the Committee

In addition to the Section head positions, TAC also has a chair, a vice chair, and various coordinator positions specializing in activities such as training and liaison coordination with other committees. These other positions would normally be selected from the section heads after a year or two of service as a section head.

Term of Service:

Four years. (Elected by Board of Directors).

Required Qualifications

(Rules of the Board 2.428.002.2)

All members of this committee shall be of Member grade or higher and have been active members for a minimum of three years immediately prior to joining TAC. All members shall have held at least one leadership role in the Society as chair of a committee sometime prior to joining TAC.

All members shall have served on at least one technical committee (TC), task group (TG) or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.

All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, provided that the absences do not suggest a pattern that would interfere with TAC activities.

Recommended Qualifications

(Summarized from ROB 2.428.002.2) Individuals expected to serve on other standing committees or currently serving as chair or vice chair of a TC/TG/TRG should not be considered for election to TAC for the year under consideration.

The qualifications listed above are from the ROB. In addition to these qualities, a section head in TAC should be very familiar with TC procedures in order to provide appropriate support to the TCs to which they are assigned. Also, strong organization and administrative skills are needed. The best section heads are those which can achieve results through motivation and encouragement, rather than by exercising authority. While the authority of TAC to manage the TCs is clear, up to and including disbanding a TC which is not operating properly, this is not a desirable solution. A TAC section head position provides practical management and leadership experience to a group of

specialists in their fields and subject matter experts who may have only limited experience with ASHRAE's technical committee procedures.

Specific Time, Money, and Task Commitments

Normally TAC meets four (4) times per year, at the Annual and Winter Meetings of the Society and at the fall and spring web meetings. Fall and spring meetings may be held via teleconference.

Transportation costs may be paid by ASHRAE. Transportation is cost covered is only the cost of transportation to the meeting. Meals and incidentals, ground transportation, parking, etc. are not reimbursed.

TAC is very time-intensive – both at the Annual and Winter Meetings, and between meetings. A section head in TAC will need to spend a great deal of time working with their TCs on roster update issues in the 30 days following the winter meeting. This work cannot be deferred until later – February is a busy time for TAC members.

Attend the ASHRAE Annual (summer) and Winter Conferences

- TAC meetings are held Saturday and Wednesday mornings at Society meetings.
- Members will host a breakfast meeting for TC Chairs on Sunday at 6:30 am. Announcements will be given, there will be opportunities for brief statements from liaisons to the TCs from organizations such as Research, Handbook and Publications.
- Section heads should briefly visit TC meetings to gain a sense of the way the meetings are being run, and if there are potential problems at the TC. It is not necessary to speak to the TC beyond introducing yourself unless there is a specific business to discuss with the TC.

Preparation before the meeting

About one month before the meeting, members will:

- Receive agenda and updated reference materials from staff.
- Updated action lists of tasks to be completed