

Training and Education Committee (TEC) Member Responsibilities

General Overview

1. **Committee Description:** The Training and Education Committee (TEC) is responsible for the development and delivery of educational products and services.
2. **Committee Composition:** The committee is composed of 12 voting members, a Board ex officio, and a coordinating officer.
3. **Term of Service:** The term of service for voting members is intended to be three (3) years confirmed annually by the president-elect.
4. **Required Qualifications:** The committee consists of broad representation from design professionals, contractors, and manufacturers with a majority experienced as users, developers, or providers of continuing education courses.
5. **Beneficial Qualifications and Experience:** Committee members will work with ASHRAE Staff, BOD, TCs, and SMEs in the development and oversight of courses. Experience with curricula development and review is beneficial.

Expected Member Commitments

1. Attend the ASHRAE Annual (summer) and Winter Conferences and associated meetings.
 - a. Committee members are expected to attend the TEC meeting on Sunday, 1:00 p.m.–5:00 p.m.
 - b. Committee chairs and vice chairs are expected to attend the Publishing and Education Council (PEC) subcommittee meetings Monday, 8:00a.m.–9:30a.m. and 3:00p.m.–4:30p.m. and the PEC meeting Tuesday, 8:00 a.m.–12:00 p.m.
 - d. Incoming chairs and vice chairs are expected to attend the PEC orientation on Tuesday afternoon at each summer meeting.
 - e. Transportation costs for both conferences are paid or reimbursed by Society. Hotel, food & beverage, and other expenses are not reimbursed.
 - f. Incoming members are invited to attend the TEC meeting at the summer conference, with transportation costs reimbursed.
2. Participate in the fall and spring virtual committee meeting.
3. Participate in meetings of the assigned planning or operations subcommittee approximately once a month.
4. Attend and audit at least three (3) educational courses per year.
 - a. Courses may be in-person at the ASHRAE Annual (summer) or Winter Conferences or virtual in the online series.

- b. Auditing involves attending the course for review and completing a report with comments on the course material, instructor(s), and audience engagement.
5. Serve as the TEC liaison to assigned courses. The liaison will work with staff to oversee the course development or revisions, secure SME reviewers, and communicate with the developer and cognizant TC(s).
 - a. TEC members set the strategic direction for ASHRAE educational offerings and consistently review courses to determine which should be developed, revised, or sunset.
 - b. It is estimated that members will spend 6–8 hours per month on committee-related work.

The nature of the work of this committee includes interaction with SMEs involved in the development and review of course materials. This association broadens the field of knowledge for committee members and provides incentive to stay longer at the ASHRAE conferences and attend other technical meetings of interest.

Find out more about both the TEC and ASHRAE's educational offerings by visiting:

- TEC webpage: <https://www.ashrae.org/communities/committees/standing-committees/training-and-education-committee>
- Professional Development webpage: www.ashrae.org/professional-development