



## TRAINING AND EDUCATION COMMITTEE

### MEMBER RESPONSIBILITIES

#### General Overview

1. General Description of the position: The Professional Development Committee (PDC) is responsible for development and delivery of ASHRAE educational materials.
2. Composition of the committee: The committee is composed of 12 voting members, a Board ExO and a Coordinating Officer.
3. Term of Service: 3 years. Appointed yearly by Society President.
4. Required Qualifications: Committee should have broad representation from design professionals, contractors, educators and manufacturers and must include some members who are educators with recent distance learning and curricula development experience.
5. Helpful qualifications, experience, interests, or skills: Committee members will advise and work with ASHRAE Staff, BOD, Technical Committees and SMEs in the development of course materials. Familiarity with electronic databases and computer programs is helpful.

#### Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (summer) and Winter Conferences.
  - Required Attendance: Committee meetings are scheduled on Monday morning from 8:00am - 12:00pm. Typically, members could arrive on Sunday and leave Monday afternoon.
  - Subcommittee Work: Members will be assigned to one of two PDC subcommittees (Planning and Operations). The subcommittees meet by conference call approximately two weeks prior to the full committee meetings. Some subcommittee work will be done between meetings.
  - Council Meetings: PDC Chairs and Vice Chairs are expected to attend the Publishing and Education Council meeting on Tuesday morning from 8:00am-12:00pm. The Chair and Vice Chair may also be asked to attend a face-to-face Council meeting in Atlanta each fall. New PDC Chairs and Vice Chairs will attend a Council Orientation on Tuesday afternoon at each Summer meeting.
  - Transportation: Transportation costs are paid by society. Transportation includes cost of transportation to the meeting only. Room and board are not reimbursed.
  - Coverage of Other Expenses: None
2. Requirements between Annual and Winter Conferences.
  - There will be at least one full committee conference call in the Spring and one in the Fall.
  - There will be at least one subcommittee conference call prior to the Annual and Winter Conferences.
  - No face-to-face meetings other than those mentioned above with Council Meetings are scheduled between Society Conferences.



- Approximately 4 to 8 hours per month follow-up with Technical Committees or SMEs on project development and/or Scope Development of projects.
3. Nature of the work of this committee includes interaction with subject matter experts involved in development and review of course materials; this broadens the field of knowledge for Committee Members. Membership in the Committee also provides the incentive to stay longer at the Winter and Annual Conferences and attend other technical meetings of interest to the members.

Members of the PDC set the strategic direction for ASHRAE's educational offerings, including deciding which new courses should be developed, which existing courses should be revised, and which existing courses should be sunsetted. In addition, the PDC determines which ASHRAE courses should be presented in the Spring and Fall Online Course Series and at ASHRAE Winter and Annual Conferences.

Each PDC member will be assigned to serve as liaison for several ASHRAE courses. The liaison will work with staff to oversee the development or revision of the course, to secure subject matter expert reviewers, and to communicate with the cognizant TC(s).

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

1. PDC webpage: [www.ashrae.org/PDC](http://www.ashrae.org/PDC)
2. Education webpage: [www.ashrae.org/education](http://www.ashrae.org/education)