



YEA Regional Vice Chair (RVC) Responsibilities

General Overview

1. General Description of the position: The Young Engineers in ASHRAE (YEA) Committee shall enhance member benefits for young professional members, age 35 years and younger, by identifying, creating, and supporting activities and services focused on their needs.
2. Composition of the committee: The Committee should have fifteen RVCs, a chair, two vice chairs, two members-at-large, a CIBSE consultant, an MP Committee Liaison, an SA Committee Liaison, a BOD Ex-Officio, and a Coordinating Officer.
3. Term of Service: Committee members serve a term of three years. Chair and vice chairs serve a term of one year. Members are appointed by the president-elect.
4. Required Qualifications: Committee members shall be members of the Society in good standing (with a member grade of Member or Associate). Ideally, Committee members will represent the core demographic of YEA membership (35 years old and younger).
5. Helpful qualifications, experience, interests, or skills: A general interest in growing, developing and supporting the young professional membership of ASHRAE through creating networking opportunities, developing relevant programs, creating technical learning connections, and mentoring. Previous Chapter, Regional or Society leadership roles. Attendance at a Society YEA event, an ASHRAE Conference or a CRC.

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Meetings.
 - a. Events: YEA/Student Activities Mixer: Saturday 5:00 pm-6:00 pm (Winter meeting only); YEA Hospitality Suite: Sunday 4:00 pm-6:00 pm; Committee Meeting: Saturday 8:00 am-3:00 pm
 - b. Transportation reimbursement: Transportation to the YEA Committee meeting is reimbursed by staff through the travel reimbursement policy.
 - c. Detail any other expenses covered by Society: No other expenses are reimbursed by Society.
 - d. Subcommittee work description: Three subcommittees have been created in order to carry out the mission of the YEA Committee. They shall meet and correspond at separate times from the full Committee meetings.
2. Requirements between Annual and Winter meetings.
 - a. Describe frequency of conference calls: Conference calls are scheduled on an as-needed basis throughout the year. Depending on the subcommittee there may be one conference call per month.
 - b. List anticipated face-to-face meetings in spring and fall: There are no official committee meetings in spring or fall, however ~~YRCs~~ RVCs should plan to attend their CRC and Regional Planning Meetings.
 - c. Leadership Weekend Subcommittee members typically attend the Leadership Weekend events. Transportation to the YEA Leadership Weekend for relevant committee members is reimbursed by staff through the travel reimbursement policy.
 - d. Describe individual work load and anticipated time requirement per week (or month): All Committee members are expected to participate in YEA-related activities, and they



are expected to answer all correspondence in a timely manner. Depending on the subcommittee, most members will spend about 1-2 hours per week on YEA items. This includes drafting or reviewing surveys/articles/email text, full Committee conference calls, and subcommittee conference calls. Committee members are also expected to work closely with their DRC to coordinate regional YEA activities.

3. Briefly describe any other committee activities of which a prospective member should be aware.
 - a. Young members are the future of ASHRAE – the Committee ensures that YEA members are always considered
 - b. Have a say in the programs that are implemented, the events that are held, and the courses that are offered
 - c. Interact with members that you might have never otherwise met
 - d. Expand your ASHRAE network

Specific YEA RVC Responsibilities:

1. Attend the annual and winter YEA committee meetings
2. Attend Regional planning meeting with Regional officers
 - a. Identify target chapters that the ~~YRC~~-RVC will attend this year to promote YEA
 - b. Relay Chapter operations meeting presentation slides to Regional officers to also utilize in chapter visits.
3. Establish relationships with each chapter and regional leadership
 - a. Regional level relationships
 - i. Establish contact with Student Activities and Membership Promotion RVC's to align the YEA regional goals with SA and MP goals
 - ii. Coordinate chapter visits with regional officers to minimize duplicate visits and maximize regional impact
 - iii. Provide easy cross-access between regional and chapter websites regarding YEA activities (links, shared information on articles, activities, etc.)
 - b. Chapter level relationships
 - i. Contact each chapter president and/or president elect to ensure that the YEA activities in each chapter are being considered during planning sessions, committee assignments and selection, chapter budget development and chapter programs planning
 - ii. Relay presentation for YEA Chapter Chairs (YCCs) to share with their membership.
 - iii. Provide each chapter with a summary of YEA related PAOE points to consider during annual planning
 - c. Submit semi-annual updates to the DRC. Cc report to YEA Society Committee Chair
 - i. Summarize the monthly chapter reports
 - ii. Identify YEA membership numbers for the Region
 - d. Host annual CRC workshop to provide guidelines and instruction for chapter chairs



- i. Develop CRC presentations
 - 1. Presentation for workshop
 - 2. Two or three slides for Chapter Operations Meeting
- e. Contact each chapter and invite them to the YEA CRC workshop.

YEA Committee web page: <http://www.ashrae.org/yea>

YEA Facebook page: <http://www.facebook.com/ashraeyea>