

**ASHRAE TRAINING AND EDUCATION COMMITTEE
MANUAL OF PROCEDURES**

Revised and Approved by the Publishing and Education Council June 25, 2020

ASHRAE TRAINING AND EDUCATION COMMITTEE MANUAL OF PROCEDURES (MOP)

1. INTRODUCTION

- 1.1 The Rules of the Board for the Training and Education Committee define its authority, organization, and general responsibilities. The Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the committee as prescribed in its Rules of the Board.
- 1.2 The MOP provides a description of some, but not all, of the duties and responsibilities of the TEC Chair, Vice Chairs, members, and staff liaison.

2. GENERAL RESPONSIBILITIES OF THE TEC

- 2.1 Develop and implement an overall career program of learning and development for those persons pursuing and enhancing careers related to the HVAC&R industry.
- 2.2 Develop and provide the educational products that position ASHRAE as a recognized source of quality training for the HVAC&R Industry.
- 2.3 Review effectiveness of training centers and recommend new centers if needed.
- 2.4 Maintain an operations plan for the TEC.
- 2.5 Prepare and monitor fiscal plans related to ASHRAE educational products in accordance with Society policy and with approval of the BOD and the PEC Council.

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

- 2.6 Develop courses and other resources in support of ASHRAE certification programs in collaboration with the Certification Committee.

3. APPOINTMENT OF SUBCOMMITTEES

- 3.1 The Chair shall establish subcommittees, to accomplish the mission of the TEC, and make appointments from TEC members.
- 3.2 Ad hoc subcommittees can be formed at the discretion of the Chair.
- 3.3 Responsibilities of subcommittees shall be delineated by the Chair of the TEC.
- 3.4 If a subcommittee is established as a standing subcommittee, that subcommittee chair shall recommend appropriate responsibilities for subcommittee members for inclusion in Item 4 of the TEC MOP.

4. RESPONSIBILITIES OF STANDING TEC SUBCOMMITTEES

- 4.1 Planning Subcommittee
 - 4.1.1 Develop and implement strategic objectives to support Society goals for Education and Training.
 - 4.1.2 Develop curricula for the TEC.
 - 4.1.3 Maintain a prioritized list of potential programs and objectives.
 - 4.1.4 Work with Society's marketing group to develop, implement and monitor the effectiveness of a marketing plan for TEC courses including course content and delivery mechanisms.
 - 4.1.5 Review new course proposals.
 - 4.1.6 Monitor Training Centers.
 - 4.1.7 Review the budget of the TEC and make fiscal recommendations to the Council.
 - 4.1.8 Explore strategic partnerships with other organizations that are in alignment with the mission of the TEC.
 - 4.1.9 Conduct annual review and update of the TEC Reference Manual.
 - 4.1.10 Maintain committee responsibility (job description) documents.
- 4.2 Operations Subcommittee
 - 4.2.1 Manage courses for presentation.
 - 4.2.2 Manage the development of new courses.
 - 4.2.3 Periodically review and update existing courses; maintain curricula for the TEC.
 - 4.2.4 Formulate and maintain an operations plan for the TEC.

- 4.2.5 Develop and maintain procedures for selection of course authors, reviewers and presenters.
- 4.2.6 Assess the success of existing courses, modify them as needed to increase their success or recommend eliminating them.
- 4.2.7 Review pricing of TEC courses and programs to meet the fiscal objectives of TEC.
- 4.2.8 Conduct annual review and update of the MOP.
- 4.2.9 Conduct annual review of the Rules of the Board for TEC. After TEC approval, forward to Society Rules Committee through PEC for vetting, then to PEC for its approval before final BOD approval.

5. RESPONSIBILITIES OF THE CHAIR

- 5.1 Preside over meetings of the TEC.
- 5.2 Prepare reports for TEC's Council as required.
- 5.3 In conjunction with the staff liaison, prepare reports on program success and fiscal matters for distribution to the TEC and its Council at each meeting.
- 5.4 Appoint a liaison to the Chapter Technical Transfer Committee and other Society committees as appropriate.
- 5.5 Ensure all new committee members receive TEC orientation training.
- 5.6 Serve as the TEC liaison to Society's marketing group in cooperation with the staff liaison.

6. RESPONSIBILITIES OF THE PLANNING SUBCOMMITTEE CHAIR

- 6.1 Preside over TEC meetings in the absence of the Chair, and assist the Chair as needed.
- 6.2 Serve as TEC Vice Chair.

7. RESPONSIBILITIES OF THE OPERATIONS SUBCOMMITTEE CHAIR

- 7.1 Serve as TEC Vice Chair.
- 7.2 Work with the staff liaison to manage development and delivery of courses.
- 7.3 Assign all active TEC programs to TEC members to act as liaisons with the instructors.

8. RESPONSIBILITIES OF THE STAFF LIAISON

- 8.1 Maintain all official TEC reports, correspondence, and documentation of TEC actions taken by committee members individually and collectively.
- 8.2 Assist the Chair and the Vice Chairs with preparation of the agendas and supporting documentation for TEC meetings, and provide this information to the TEC members prior to the meeting.
- 8.3 Generate and submit meeting minutes to the Chair for approval prior to distribution to the Committee within 60 days after Committee meetings.
- 8.4 Track fiscal matters and program details (attendance figures, feedback from participants, etc.) for reports to the TEC through the Operations Subcommittee; make recommendations for improvement or elimination of programs to the TEC based on this information.
- 8.5 Track fiscal matters and program details (attendance figures, feedback from participants, etc.) for ASHRAE Training Centers for reports to the TEC through the Operations Subcommittee; make recommendations for improvement or elimination of programs to the TEC based on this information.
- 8.6 Coordinate with the ASHRAE Meetings Manager to secure the necessary space at the Winter and Annual Conferences to conduct TEC meetings and scheduled TEC programs at those meetings.
- 8.7 Implement actions approved by the TEC such as market research, membership surveys, etc.
- 8.8 Assist the committee as necessary for management of the committee's website.

9. RESPONSIBILITIES OF ALL TEC MEMBERS

- 9.1 Fully participate in all assigned subcommittees and complete assignments by the designated time. Each TEC member will be assigned to one or more subcommittees.
- 9.2 Attend all assigned committee and subcommittee meetings and conference calls.
- 9.3 Observe two or more ALLI programs each year and review one or more self-directed learning course (SDL) each year to gain first-hand experience. Provide any feedback on these programs to the TEC and the staff liaison.
- 9.4 Manage courses assigned by the Operations Subcommittee Chair including:
 - 9.4.1 Obtaining authors and reviewers for update of courses.
 - 9.4.2 Coordinating the course updates with the cognizant Technical Committee.

9.4.3 Managing the course updates with the staff liaison

10. MEETINGS

- 10.1 Meetings shall be called by the Chair in accordance with Section 7 of the Board Approved Rules for the TEC.
- 10.2 Conduct of meetings shall be governed by the current edition of *Roberts Rules of Order*.
- 10.3 Meetings shall be held in strict compliance with the ASHRAE Code of Ethics. (See full Code of Ethics at <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)