



## **Publications Committee Member Responsibilities**

### **General Overview**

1. *General description of the position:* Publications Committee identifies the technical information needs of the HVAC&R industry not met through the ASHRAE Handbook series, ASHRAE's research journal, standards, guidelines, or user's manuals and oversees editorial policies and delivery of products to the marketplace. This committee also determines the recipient of the Journal Paper Award, which is awarded to the best technical feature article published in the volume year of *ASHRAE Journal* preceding the ASHRAE Winter Conference.
2. *Composition of the committee:* Broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.
3. *Term of service:* Three (3) years. Appointed by president-elect.
4. *Required qualifications:* All committee members shall be Associate Member or higher. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry. At least three members should have recent experience with the production or writing of technical publications or periodicals.
5. *Helpful qualifications, experience, interests, or skills:* Interest in the reading and review of technical publications, including those outside area of expertise.

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

1. Attend the ASHRAE Annual and Winter Conferences.
  - Planning Subcommittee meeting, which also includes PTAR Subcommittee, may be in person but will likely be held virtually prior to each conference.
  - Committee meeting is held in person at each conference on Saturday from 8:00 a.m.–noon.
  - Transportation costs are paid by the Society. Transportation costs are the costs of transportation to the meeting only; room and board are not reimbursed. See the Travel Reimbursement Policy for details.
  - Committee members who volunteer to be TAC Section Liaisons will have responsibilities before each conference of contacting TC chairs to communicate about older ASHRAE publications that need review and any upcoming or suggested publications the TC might have. During each conference, TAC Section Liaisons may attend the TC/TG/MTG Chair's Breakfast (held from 6:30 to 8:00 am on Sunday morning) and distribute Publications Committee handouts to the chairs present and communicate with them about any older, upcoming, or suggested publications they might wish to speak about and then report the chairs' responses to the Publications Committee.

## 2. Requirements between Annual and Winter Conferences.

- All members of the committee are responsible for thoroughly reading *ASHRAE Journal* each month. Scoring technical articles each issue and voting for a single winning article for the Journal Paper Award at the Winter Conference are required of all committee members.
- There may be one conference call per month for the entire committee.
- Reviewing Special Publications proposals prior to conference calls or meetings is required of the entire committee as needed.
- Committee members may be assigned to one or more subcommittees, and there may be virtual subcommittee meetings between the conferences.
- Committee members appointed to the PTAR Subcommittee review submitted Publication Topic Acceptance Requests (PTARs) and meet virtually to discuss them as needed.
- All committee members discuss submitted PTARs and vote to accept or reject them before passing the results along to the Research Administration Committee (RAC) as needed.
- Committee members who volunteer to serve as liaisons to other ASHRAE committees need to communicate with those committees prior to the Annual and Winter Conferences and report to the entire committee at the conferences.

## 3. Other Committee Activities of which a Prospective Member Should be Aware.

Members of the Publications Committee should

- have an influence in the *ASHRAE Journal* monthly topical themes,
- encourage or be aware of all new publications that the Society has in the pipeline,
- get involved in publication conflict resolution,
- make recommendations for ASHRAE Bookstore additions,
- meet and interact with members that one might otherwise never have occasion to know, and
- learn by reading the entire *ASHRAE Journal* each month.

As for upward mobility, it has been common for the chair to join the Publishing and Education Council upon completion of their tenure as committee chair or to move laterally to another standing committee.

See <https://www.ashrae.org/communities/committees/standing-committees/publications-committee> for rules on the committee's scope and membership.