



PUBLICATIONS COMMITTEE

Job Description

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 the president-elect.
4. **Individual workload and anticipated time requirement per week (or month):** Committee members can expect to contribute four to six hours per month, excepting the months of the Annual and Winter Conferences.
5. **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.
6. **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.**
 - The Planning Subcommittee meeting, which also includes the PTAR Subcommittee, may be held in person but will likely be held virtually prior to each conference.
 - The full Publications Committee meeting is held in person at each conference on Saturday from 8:00 a.m. to noon.
 - The Chair of Publications Committee serves as a voting member of Publishing and Education Council (PEC) and therefore also attends the PEC Products Subcommittee meeting on Monday from 8:00 a.m. to 9:30 a.m., the PEC Fiscal Subcommittee meeting on Monday from 3:00 p.m. to 4:30 p.m., and the full PEC meeting on Tuesday from 8:00 a.m. to noon.
 - The Vice Chair of Publications Committee serves as a nonvoting member of Publishing and Education Council (PEC) and therefore also attends the PEC Products Subcommittee meeting on

Monday from 8:00 a.m. to 9:30 a.m., the PEC Planning Subcommittee meeting on Monday from 3:00 p.m. to 4:30 p.m., and the full PEC meeting on Tuesday from 8:00 a.m. to noon.

- During each conference, TAC Section Liaisons may attend the optional TC/TG/MTG Chair's Breakfast (held on Sunday morning) to communicate with the TC chairs present regarding older, upcoming, or suggested publications they might wish to speak about and share information about publishing content through the Publications Committee.

2. Monetary Commitments.

- Transportation costs are paid by the Society. Transportation costs are the costs of transportation to and from the meeting at the Annual and Winter Conferences only; room and board are not reimbursed. See the Travel Reimbursement Policy for details.

3. Task Commitments.

- See the Requirements between Annual and Winter Conferences section for expected task commitments.

Requirements between Annual and Winter Conferences

- All members of the committee are responsible for thoroughly reading *ASHRAE Journal* each month. Scoring the technical articles in 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.
- Members of 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 should communicate with those committees prior to the Annual and Winter Conferences and report to the full Publications Committee at the conferences.
- Committee members who volunteer to be TAC Section Liaisons should contact TC chairs before the Annual and Winter Conferences to communicate about older ASHRAE publications that need review and any upcoming or suggested publications the TC might wish to discuss. TAC Section Liaisons report the TC chairs' responses to the full Publications Committee.

Other Committee Activities

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.

Refer to the Committee's Reference Manual and/or Manual of Procedures, posted to <https://www.ashrae.org/communities/committees/standing-committees/publications-committee>, for more information.