



Shaping Tomorrow's
Built Environment Today

REFERENCE MANUAL

FOR

RESIDENTIAL BUILDINGS COMMITTEE

REVISED: 11/21/2019

REFERENCE MANUAL FOR RESIDENTIAL BUILDINGS COMMITTEE

FORWARD

A reference manual describes the detailed procedures under which a committee or council operates. Reference manuals are under the sole control of the body to which they apply and are intended to record standard operating procedures and other forms on institutional memory. (ROB 2.105.002.3)

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ACRONYMS AND ABBREVIATIONS

Acronyms and Abbreviations used by the Residential Buildings Committee and in this document include:

MOP	Manual of Procedures
MBO	Management by Objective
RBC	Residential Buildings Committee
ROB	Rules of the Board
OPS	Operations Subcommittee to Technology Council

SECTION A – OPERATIONS (This section is a work in progress)

This section provides details for the operation and activities of the committee and membership as a whole.

A.1 General

A.2 Chair Activities

On-going activities and responsibilities of the Chair may include but are not limited to:

A.3 Vice Chair Activities

On-going activities and responsibilities of the Vice-Chair may include but are not limited to:

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A.4 Committee Members

On-going activities and responsibilities of Committee Members include but are not limited to:

A.5 Committee Consultants

On-going activities and responsibilities of the Committee Consultants include but are not limited to:

A.6 Staff Liaison

On-going activities and responsibilities of the Staff Liaison include but are not limited to:

SECTION B – EXAMPLES OF SUBCOMMITTEES

This section provides details to the operation and activities of the subcommittees and/or adhoc committees appointed by the Chair or Vice-Chair of RBC.

B.1 All Subcommittees – General

- Subcommittee members are appointed by the Chair and Vice-Chair at the beginning of the Society year based on the expertise and stated preferences of the committee members. Additional subcommittee members may be recruited and appointed from outside of RBC membership.
- All subcommittee members are voting members of that subcommittee, even if they are not voting members of RBC.
- Subcommittee chairs should develop succession plans for their position during their tenure so as to allow for a smooth transition to the next subcommittee chair.

- Subcommittee chairs should consider and report on continuity needs for their subcommittees
- Documentation on activities should be posted on the RBC Basecamp (appropriate subcommittee folder) so as to be accessible to all subcommittee members and future chairs

B.2 Internal and External Activities Subcommittee Structure (current as of 7/19)

B2.1 Internal Activities Subcommittee

On-going activities of the Internal Activities Subcommittee include but are not limited to:

- Identify needs in the residential space internally by looking at ASHRAE activities in programs, research, standards, etc.
- Coordinate generation of the quarterly Residential Applications column for the ASHRAE Journal with ASHRAE Journal staff. These are 1500 words with limited review covering technical or non-technical content. Examples include new residential standards or research projects. Establish Journal deadlines.
- Coordinate generation of technical feature articles topics that are residential building focused for the ASHRAE Journal with ASHRAE Journal staff. These are 3000 words, peer reviewed papers that take 3-4 months for the review and publication. The goal is 4 articles per year.
- Coordinate (as needed) with Chapter Technology Transfer Committee on education and training programs.
- Coordinate with Handbook Committee to improve the inclusion, identification, and access to residential content in the ASHRAE Handbook volumes.
- Coordinate development of residential-focused presentations and program plans for ASHRAE Annual and Winter conferences in collaboration with CEC, TCs, and individual ASHRAE members.
- Recommend RBC sponsorship or co-sponsorship of Programs as appropriate.
- Draft correspondence regarding papers and programs for upcoming ASHRAE meetings to be distributed to TC Program Subcommittee chairs at each meeting (TC Chair's breakfast)
- Reach out to TC Research Subcommittee chairs regarding possible collaboration on research projects.
- Work with TCs to develop research projects
- Identify potential research opportunities in coordination with External Subcommittee
- Evaluate RTAR's and Work Statements with residential content and provide feedback to RAC
Initiate new research projects as appropriate

B2.2 External Activities Subcommittee

On-going activities of the External Activities Subcommittee include but are not limited to:

- Reaching out to external stakeholders to assess important needs in the residential sector suitable for ASHRAE.
- Identify and prioritize outside, residential themed conference events for ASHRAE participation.
- Send a list of outside, residential themed conference events to staff liaison for posting on the RBC webpage on the ASHRAE website
- Encourage participation by ASHRAE members to speak on residential themes for conference events outside of ASHRAE
- Identify and prioritize technical programs from ASHRAE conferences that would be appropriate for conference events outside of ASHRAE.
- Develop and maintain a list of stakeholders in the residential market
- Develop and maintain an outreach list that is derived but separate from the stakeholders list
- Identify opportunities for collaboration with outside stakeholders for research and promotion of ASHRAE products.
- Collaborate with Government Affairs Committee to bring ASHRAE residential content to policymakers.

B3 Task Oriented Subcommittee Structure (prior structure through 6/2019)

B3.1 Conferences Subcommittee

On-going activities of the Programs Subcommittee include but are not limited to:

- Identify and prioritize outside, residential themed conference events for ASHRAE participation in collaboration with Stakeholders Subcommittee
- Send a list of outside, residential themed conference events to staff liaison for posting on the RBC webpage on the ASHRAE website
- Encourage participation by ASHRAE members to speak on residential themes for conference events outside of ASHRAE
- Identify and prioritize technical programs from ASHRAE conferences that would be appropriate for conference events outside of ASHRAE in collaboration with Programs subcommittee

B3.2 Publications Subcommittee

On-going activities of the Programs Subcommittee include but are not limited to:

- Coordinate generation of the quarterly Residential Applications column for the ASHRAE Journal with ASHRAE Journal staff. These are 1500 words with limited review covering technical or non-technical content. Examples include new residential standards or research projects. Final drafts are due to Journal staff on (ADD GENERAL DATES)
- Coordinate generation of technical feature articles topics that are residential building focused for the ASHRAE Journal with ASHRAE Journal staff. These are 3000 words, peer reviewed papers that take 3-4 months for the review and publication. The goal is 4

articles per year.

- Coordinate (as needed) with Professional Development Committee on education and training programs.
- Coordinate with Handbook committee to improve the inclusion, identification, and access to residential content in the ASHRAE Handbook volumes.

B.32.3 Programs Subcommittee

On-going activities of the Programs Subcommittee include but are not limited to:

- Coordinate development of residential-focused presentations and program plans for ASHRAE Annual and Winter conferences in collaboration with CEC, TCs, and individual ASHRAE members.
- Recommend RBC sponsorship or co-sponsorship of Programs as appropriate.
- Reach out to TC Program Subcommittee chairs for TC's with known residential activity regarding future technical program sessions
- Encourage all RBC members to reach out to their respective TC's regarding future technical programs on residential topics.
- Draft correspondence regarding papers and programs for upcoming ASHRAE meetings to be distributed to TC Program Subcommittee chairs at each meeting (TC Chair's breakfast)

B.3.4 Stakeholders Subcommittee

On-going activities of the Programs Subcommittee include but are not limited to:

- Develop and maintain a list of stakeholders in the residential market
- Develop and maintain an outreach list that is derived but separate from the stakeholders list
- Identify opportunities for collaboration with outside stakeholders for research and promotion of ASHRAE products in coordination with Technical Subcommittee

B3.5 Technical Subcommittee

On-going activities of the Programs Subcommittee include but are not limited to:

- Reach out to TC Research Subcommittee chairs regarding possible collaboration on research projects.
- Identify potential collaborative research opportunities with outside organization in coordination with Stakeholders Subcommittee
- Initiate new research projects as appropriate.

SECTION C – MANAGEMENT BY OBJECTIVES

Management by Objective (MBO) reports should include the following:

- Objectives should be SMART (specific, measurable, actionable, realistic and Time-bound

- Specific: Concrete, detailed, and well defined so that you know where you are going and what to expect when you arrive
- Measurable: Numbers and quantities provide means of measurement and comparison
- Achievable: feasible and easy to put into action
- Realistic: Considers constraints such as resources, personnel, cost, and time frame
- Time-Bound: A time frame helps to set boundaries around the objective. Objectives should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective.
- Objective should be assigned to a specific member or subcommittee of the committee.

MBO reports are provided at the Society Winter and Annual Meetings to Technology Council Operations subcommittee (OPS). The reports show the council what the RBC accomplished during the Society year.

- MBO reports are to be reviewed and updated regularly by the Chair and Vice-Chair.
- MBO reports are reported to OPS on conference calls and at the Society winter and annual meetings prior to Technology Council meetings.
- Updates should be sent to the Staff Liaison to be compiled for the OPS meeting agenda.
- The objectives MBO's prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. The report on objectives MBO's will show the council what is planned for the upcoming year.
- MBO report format is determined each year by the Technology Council Chair.

SECTION D – MENTORING PROGRAM

Based on ROB Mentoring program

Before or during the final meeting of the Fiscal Year, the RBC Vice Chair:

1. Assigns an incumbent RBC mentor to each incoming new member prior to the first meeting.
2. Assures that time is allotted at the beginning of the first meeting sufficient for proper introduction of the new member by the assigned mentor.
3. Before the Annual meeting and in cooperation with the Chair, assesses effectiveness of the mentor/new member relationship and suggest changes and improvements.
4. Provides assistance that enhances the mentor/new member relationship.

The mentor has the following responsibilities:

- Insure that the new member has received a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP), and a copy of the most recent meeting minutes to acquaint them with the functions and focus of the group.
- Contact their assigned new RBC member before the next Committee Meeting to introduce themselves and explain the relationship and its purpose.
- The mentor should make every effort to update the new member on:
 1. Committee functions, focus and objectives.
 2. Review the appropriate Rules of the Board and Manual of Procedures (MOP) with the new member.
 3. Discuss the typical meeting format and member duties and responsibilities.
- The mentor should meet the new member before the respective meeting is scheduled to start.
- The new member should be encouraged to develop rapport with other members to effectively work with fellow members and maximize productivity.
- Since the new member will replace an existing section head or coordinator, help them to contact the outgoing member to insure that the new member is current on the activities and challenges of the position they will be representing.

SECTION E (TRAINING)
(Under Construction)

SECTION F CHANGES TO RULES OF THE BOARD

Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit

proposed changes directly to the Board of Directors.

To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and ~~striketrough~~ to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:

It is recommended that this rule be placed in ROB Volume 1, Policies.

It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.

To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.