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AIRAH Committee Guide





AIRAH Strategic Direction

Our Vision

Safe, sustainable, healthy, and comfortable built environments.

Our Mission

To provide leadership, promotion, representation and support to the air-conditioning, refrigeration, heating and related services industry and membership.

Our Goals

In order to achieve our Mission, AIRAH will provide:

1. Professional and ethical standards
2. Technical resources and access to knowledge
3. Professional development, education and training and accreditation programs
4. Communication to members, industry and stakeholders
5. Industry leadership, representation and advocacy
6. Local and global peer interaction
7. Growth and retention of membership.

Our Strategic Aims 2014 - 2107

In order to achieve our Goals, AIRAH will:

1. Promote and develop tomorrow's efficient, productive and resilient industry
2. Grow industry skills and capability for the future
3. Inform regulation and policy processes
4. Build member value and engage members.

Thought Leadership

AIRAH has consulted widely with industry leaders and identified five key issues requiring AIRAH thought leadership.

They are:

1. **Resilience** – the ability for buildings to operate during, and to recover quickly from adverse events
2. **Sustainability** – building sustainability aligned to energy use and emission reduction.
3. **Compliance** – addressing undiscovered and discovered compliance issues across all elements of the supply chain.
4. **Transition to appropriate level refrigerants** – addressing the move to appropriate level GWP refrigerants and the training needs of the industry.
5. **Innovation** – leading the drive for continuous improvement through innovation and research.



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1. Purpose

This guide has been prepared to assist AIRAH members understand the roles of AIRAH committees within the structure of AIRAH the organisation.

It supports committees in planning, organising, communicating and improving their operation and making sure the rules of AIRAH are followed. It is intended as a guide and is based on requirements of the AIRAH Constitution 2015 and the AIRAH Bylaws. These are the governing documents of AIRAH.

It also explains how the committees engage with the Board at the National Reference Group and how they feed into the AIRAH Board selection process at the AIRAH Annual Convention.

2. Scope

This guide is for use by all AIRAH committees that are covered in the AIRAH Constitution including:

- State Divisional Committee
- Special Technical Groups (STGs)
- Women of AIRAH
- Young Members

3. Introduction and Context for AIRAH Committees

The HVAC&R industry employs an estimated 170,000-200,000 heating, ventilation, air-conditioning and refrigeration staff around Australia in over 20,000 businesses, with the majority being linked to refrigeration and air conditioning. The HVAC&R industry comprises a diverse group of activities, associated with two broad categories:

1. HVAC, heating, ventilation, and air conditioning - largely involved with **environmental comfort in buildings**, and
2. R, refrigeration – primarily involved with **refrigeration in all uses and keeping things cold**

The HVAC&R industry has some key challenges at a local level with skills and compliance issues right through to the global stage where extreme and disruptive events are increasingly prevalent. The need for greater energy efficiency and reduction in harmful emissions, along with the regulatory requirements of transitioning to appropriate level GWP refrigerants and safety education, are key imperatives for government and industry.

3.1 About AIRAH

Established in 1920, AIRAH has established itself as the pre-eminent member institute for Australian HVAC&R professionals. AIRAH is Australia's most dynamic and progressive HVAC&R organisation, earning recognition and respect from government and industry bodies, for its leadership, collaboration, expertise, and professionalism.



AIRAH has a reach of 25,000 air conditioning, refrigeration, ventilation and heating professionals across Australia. AIRAH is recognised for its expertise across a wide range of issues in the area of engineering services for the built environment. AIRAH encourages world's best practice within the industry. Through continuing professional development, accreditation programs and a wide range of technical publications, AIRAH has earned a reputation for developing the competence and skills of practitioners within the air conditioning and refrigeration industries.

3.2 AIRAH Board

The Board is the governing body of AIRAH and its role is comparable to that of a company Board. It appoints and liaises with the Chief Executive Officer, sets regulations and policies, sets strategic directions, and monitors the organisation's financial sustainability and performance.

The Board meets four times per year and has one standing advisory sub-committee – the Audit, Finance, Risk and Policies Committee.

The Board consist of five directors: four from state Divisions and one from an STG.

Board Director terms are two years with a maximum of three consecutive terms.

The 2015 AIRAH Constitution determines the responsibilities and structure of the Board.

3.3 AIRAH Annual Convention

The AIRAH Annual Convention is a representative body of AIRAH's committee members (Associate Directors), which elect Directors to the Board of AIRAH. Any voting member of AIRAH may nominate for election as an Associate Director.

The 2015 AIRAH Constitution section 18 determines the responsibilities and structure of the Convention.

3.4 National Reference Group

The National Reference Group consists of the members of the Board and the Associate Director from each of the Institute's Divisions and Specialist Technical Groups.

The National Reference Group meets at least once per year coinciding with either the holding of the Institute's Annual General Meeting or the AIRAH Annual Convention.

The responsibilities and structure of the National Reference Group are determined by the 2015 AIRAH constitution section 18.7.

Presidents of State Divisional committees that are not Associate Directors and AIRAH Management are invited to the AIRAH Convention as guests of the President to help formulation of ideas and provide input to the National Reference Group. Only members of the National Reference Group can vote on issues that are raised.



3.5 Associate Directors

Each committee nominates an Associate Director who provides a direct link with the AIRAH Board and executive management through participation at the AIRAH Annual Convention and the National Reference Group.

4. Committees

Committees provide a platform for collaborative involvement for AIRAH members to support the goals and strategic aims of AIRAH.

This can include:

- Engaging with local TAFES and universities
- Identification of relevant industry issues for AIRAH events (division seminars, workshops or conferences)
- Policy advice
- Thought leadership
- Regulation development
- Review and development of industry best practice advice
- Professional development
- Whole of supply chain views on specific topic issues and best practice delivery in the Australian and international community.

To maximise effectiveness for capturing and distilling industry input, all committees will contribute to creating valuable outputs. Each committee will develop well-defined objectives (whether that be to create best practice industry resources, develop a relevant CPD program for division calendars or to facilitate change to government policy and/or industry regulation), identify key stakeholders and establish and implement engagement plans.

AIRAH will assess best practice industry resources for revenue potential, and where applicable add them to our product offering.

Committees also contribute to the review and development of AIRAHs strategic aims through communication with the AIRAH Executive and AIRAH Board.

The activities of all AIRAHs committees will support the institutes goals, strategic aims and outcomes.

AIRAH Goals

1. Professional and ethical standards
2. Technical resources and access to knowledge
3. Professional development, education and training and accreditation programs
4. Communication to members, industry and stakeholders
5. Industry leadership, representation and advocacy
6. Local and global peer interaction
7. Growth and retention of membership.

Strategic Aims and Outcomes (2014 – 2017)

Strategic aim		Outcomes
1	Promote and develop tomorrow's efficient, productive and resilient industry.	<i>Being the leading publisher of news and information (in both print based and online format)</i>
2	Grow industry skills and capability for the future.	<i>Being the leading provider of professional recognised industry accredited training and education programs.</i>
3	Inform regulation and policy processes.	<i>Being the leading independent voice for the industry on:</i> <ul style="list-style-type: none"> • Resilience • Sustainability • Compliance • Transition to low global warming potentials (GWP) refrigerants, including leading the way for the promotion of PRIME • Innovation
4	Build member value and engage members.	<i>Being Australia's recognised peak membership body for both individual and corporate, with our main aim to:</i> <ul style="list-style-type: none"> • Grow our membership base and focus on areas of diversity including younger members and women. • Provide a global perspective via our international relationships –outward focused.



Thought Leadership

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They are:

1. **Resilience** – the ability for buildings to operate during, and to recover quickly from adverse events
2. **Sustainability** – building sustainability aligned to energy use and emission reduction.
3. **Compliance** – addressing undiscovered and discovered compliance issues across all elements of the supply chain.
4. **Transition to appropriate level refrigerants** – addressing the move to appropriate level GWP refrigerants and the training needs of the industry.
5. **Innovation** – leading the drive for continuous improvement through innovation and research.

4.1 Rules of the Committee

Each committee shall be appointed or disbanded by the Board and is responsible to and for carrying out activities and duties within their stated Terms of Reference (ToR) Section 19 of the Constitution.

The president and members of the committee must be members of the Institute as under Section 6 of the Constitution.

The membership of each committee should represent the skills and interests necessary to carry out their work effectively. Membership should be reviewed annually. Where a vacancy occurs or additional skill sets are required, the committee may seek additional members by advertising on the website/e-news/other publications.

The president of the committee is appointed by recommendation of the committee. The president's appointment each committee will be reviewed bi-annually and may be renewed for a subsequent term.

Effective communication among committees between AIRAH is vital to the overall effectiveness of the Institute. Presidents are the contact points that channel information among the committees and it is important that committees maintain effective communication.

4.2 Connection with the AIRAH Board

Each Division and Special Technical Group will nominate an Associate Director who must be prepared to attend the AIRAH Annual Convention and stand as a Director of the Institute. Associate Directors must also be prepared to attend the annual National Reference Group meeting. The nominee need not be a member of the committee.

The nominee must meet the requirements of the Associate Director position description and be eligible to sit on the AIRAH Board if elected at the AIRAH convention.



Note – once elected Board Directors remain as the nominated Associate Director for their committees for the duration of their Board term (two years).

The membership of the committee will commit to:

- Attending all scheduled committee meetings
- Wholeheartedly champion the partnership within and outside of work areas
- Share all communications and information
- Make timely decisions and take actions
- Notifying members of the committee, as soon as practical, if any matter arises which may be deemed to affect the development a project
- Provide monthly reports to the AIRAH office
- Develop and maintain an annual work plan.

Members of a committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- Be given reasonable time to make key decisions
- Be alerted to potential risks and issues that could impact a project, as they arise
- Open and honest discussions, without resort to any misleading assertions
- Ongoing checks to verify the overall status and the Terms of Reference are on track.

AIRAH committee members will not speak on behalf of or purport to represent the views of AIRAH to external stakeholders including industry media, government, and other industry bodies. If unsure contact the AIRAH executive.

4.3 Terms of Reference (ToR)

Committees shall operate to written Terms of Reference (ToR) agreed by the committee.

The Terms of Reference should include but not be limited to:

- Objectives
- Recommended composition of the committee
- Frequency of meetings and quorum
- Standing agenda items
- Specific activities and outcomes group is responsible for
- Methods of engaging and communicating with the wider AIRAH membership.

The ToR must be reviewed annually by the committee and changes referred to the AIRAH Board for approval after the first annual meeting. The ToR is written for the committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve, who the members are and when they meet.

Requirements or other circumstances can change over time and it will be necessary to periodically review the ToR of the committee. It's expected to schedule a ToR review at least



once a year to make sure the committee is on track (E.g. make a habit to add this to the agenda of the first meeting of each year).

4.4 Positions on the Committee

President

- Chair committee meetings, review minutes, and progress actions.
- Report items of strategic importance to the Board via monthly updates to AIRAH staff
- Represent the work of the committee to members
- Liaise with the secretary on actions

Vice-president

- Stand in for the chair when absent at meetings

Secretary (except for state division committees)

- Attend and organise committee meetings
- Prepare agendas
- Take minutes at committee meetings and submit to the AIRAH office
- Prepare minutes document for committee members and circulate

Committee Member

- Must have professional and personal qualifications to meet the demands of the committee
- Attend committee meetings, and will demonstrate a willingness to accept responsibilities through committee work
- Attend conferences and other events. Will display leadership, for example by contributing to promotion at conferences and other events

Associate Director

All committees will elect an Associate Director who will represent their committee at a national level at the National Reference Group and the AIRAH Annual Convention.

A call for nominations will be made via the AIRAH website members area. Members wishing to nominate for Associate Director should submit an Associate Director Nomination form and Resume prior to the closing date.

Nominations for the position will be held within 14 days of the company secretary issuing a written declaration to the committee members of the Division and STG.

All Associate Directors attend the Convention as potential Board members and to elect the following years' National Board.



Member Services Officer (MSO) (for State Divisional committees only)

- Attend and set up committee meetings and divisional events
- Prepare agendas
- Take minutes at committee meetings
- Prepare minutes for committee members
- Liaise with committee president and members
- Prepare events flyer
- Source venues for division events
- Source and liaise with speakers/presenters

4.5 Vacancies on Committees

All committee positions shall become vacant on 31 January each year (unless serving a second year).

A list of vacancies will be available on the AIRAH website members area. Members wishing to stand for a committee should submit a Nomination Form and Resume by the closing date.

Candidates' nominations will be reviewed for adherence to the position description by AIRAH staff. Candidates will be notified in writing prior to the first meeting of the year at which committee positions will be elected. The committee will advise AIRAH staff of the elected positions.

Committee members must be members of AIRAH, however non-members are able to contribute to the work of the committee and represent suitable interests as required.

4.6 Term of Committee Members

Duration of each committee position is two year with a maximum of six consecutive years as a committee member.

The President, Vice-President, and Secretary shall be elected bi-annually by the committee members at the first meeting following 31 January. The incumbent may re-nominate.

A member who does not attend any meetings or provide any input to a committee for three consecutive meetings shall be deemed to have given up their position on the committee.

Corresponding members may be appointed at the discretion of the chair if attendance at meetings is not possible.

4.7 Committee Planning

Each committee should conduct a planning meeting early in the year using this guide to set goals and objectives and review and update the committee Terms of Reference (ToR).

All committee members should attend the planning meetings.



5. Committee Meetings

- All meetings will be chaired by the president or nominated attendant
- A meeting quorum will be half plus 1 member of the group
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If this is not possible, the president will make the final decision
- Meeting agendas will be provided by (MSO or committee secretary), this includes:
 - Preparing agendas and supporting papers
 - Preparing meeting notes and information
- Meetings will be held regularly as determined by group
- If required subgroup meetings will be arranged outside convenient to subgroup members.

5.1 Frequency of Meetings

Setting a timetable or schedule at the inaugural meeting of the committee allows members to set aside meeting times well ahead. The meetings should be often enough that progress could be reported against a number of milestones since the last meeting. Ideally, the timing for the meetings should be linked to key milestone dates (including the end of a phase) and not to a pattern for example, the last Friday in the month.

6. Administration

The AIRAH Members Service Officer (MSO) will support State divisional committees.

Other committees (including STGs and other groups) will establish their own administrative support and will be required to submit monthly updates to the AIRAH office. Outputs of each committee will also be assessed for revenue potential and as appropriate publication and promotion plans will be implemented.

7. Committees Timeline

*Dates are indicative and subject to change due to availabilities

Activity	Month	Description
Call for nominations for committees	31 November	Call out will be made via the AIRAH website and other publications
All committee positions declared open for nomination	31 January	Meetings will continue as is until new positions are elected at first annual meeting

Activity	Month	Description
Closing date for positions on committees	31 March	
First annual committee meeting	30 April	First meeting is chaired by outgoing chair Positions (expect AD) elected
Call for nominations for Associate Directors to all divisions, STGs, members, current Board members and Associate Directors	Within 14 days of new committee formed	Call out will be made via the AIRAH website and other publications
Associate Directors for committees elected	30 July	
Board advised of new committees	14 days after Associate Director is nominated	
Annual Convention	Mid October	Associate Director election held for Board positions
AIRAH AGM	31 May	Old Board members step down New Board members commence their role

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