

ASHRAE RP: Succession Form

_____ Chapter
20__ - __ RP Campaign

RP Centralized Training is an opportunity for the incoming chapter RP chair, whether new or returning, to gather the information and materials needed to conduct a successful campaign. Due to the dates of Training, it is important for us to reach out to your incoming RP chair as soon as possible.

Please submit the information you know about the below positions.

Incoming RP Chair: _____ Member #: _____

E-mail: _____ Phone #: _____

Incoming President: _____ Member #: _____

E-mail: _____ Phone #: _____

Incoming RP co-Chair (optional): _____ Member #: _____

E-mail: _____ Phone #: _____

*This form is due by April 1. Please return to RP@ashrae.org.
Don't forget to update your chapter roster.*

(From the Manual of Chapter Operations)

2.17 Research Promotion Committee

The Research Promotion Committee Chair is appointed by the President-Elect. The Chair appoints a Vice Chair and a committee. The number of committee members depends upon the expected work load and the number of chapter members willing to do the committee's work.

The Research Promotion Training Manual provides significant guidance for this committee.

The responsibilities of this committee typically include:

- A. Attending the CRC and Research Promotion Centralized Training
- B. Communicating effectively the objectives, accomplishments and benefits of ASHRAE research and its value to every Society member and the industry
- C. Increasing the annual income for Society sponsored research through chapter solicitation of members and businesses that directly or indirectly benefit from ASHRAE research
- D. Providing support for and collecting funds for the ASHRAE Foundation and scholarships
- E. Coordinate efforts to obtain chapter Full Circle donations
- F. In collaboration with chapter officers, developing a plan and setting a total goal for funds to be collected
- G. Developing a prospect list of businesses in the area, especially those represented in the Society membership and those in an ASHRAE-related field
- H. Assigning minimum goals for the prospects
- I. Assigning each prospect to a committee member and preparing a detailed program with targeted dates for activities and reports
- J. Following current administrative procedures for collecting and reporting contributions
- K. Completing the Research Promotion Donor Form and submitting it with all checks to Research Promotion. **Appendices 2L** and **2M** provide forms for these purposes.
- L. Maintaining a written record of each activity
- M. Cooperating and coordinating efforts with Regional Vice-Chairs for Research Promotion
- N. Coordinating with chapter officers to ensure that one meeting per year is dedicated to "Research" or "Research Promotion"

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