

Leadership U Program Definition

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Overview

Leadership U is a program offered through Young Engineers in ASHRAE (YEA), which allows up to four YEA members (participants) to be selected for each Society conference to be matched with one of four Society officers (mentors). While at the Society conference, each participant will shadow their mentor and participate in all events and board meetings, including social activities. Leadership U not only allows YEA participants to experience a conference like an officer, but it is also a great opportunity to network and form connections with those active in ASHRAE.

Eligible participants for the Leadership U program include any YEA member (active Affiliate, Associate or Member who is 35 years of age or younger at the start of the Society year) who has not previously participated in the program. Eligible mentors include the four current Society Vice Presidents. If a Society Vice President is unable to participate as a mentor, any of the current Society Board members may fill their place.

Background

As a premier member-run society, ASHRAE has many aspects and leadership levels that are unknown to many members. It is rare for members, especially YEA members, to have a complete understanding of the inner workings of ASHRAE from the Executive and Board levels. Many members see the chapter and Regional levels of ASHRAE without an understanding of what keeps these levels operating fluently and effectively from the executive levels. It takes great desire and dedication to ASHRAE to reach the highest levels of the organization and to gain the complete understanding of all of its operating levels. Furthermore, the future leaders of the organization will come from YEA members who aspire to reach the highest leadership roles within the Society.

Objectives

The YEA Committee hopes to develop the future leaders of the sustainable ASHRAE community by offering a developmental shadowing experience unobtainable by many YEA members. Leadership U is focused on targeting proven, dedicated ASHRAE leaders from the grassroots level to provide development, insight, and inspiration for that individual that they can take back to their Regions and chapters. This program will enhance YEA member value by providing access to and a deeper understanding of the senior level leadership roles and responsibilities of ASHRAE Society leaders. It is also designed to expose these young leaders to the Society and opportunities at the Society level. This inspiration is intended to encourage the Leadership U participants to work toward Society leadership roles.

Program Benefits

The Leadership U program will provide full conference registration, conference social event admission (Welcome Party, President's Luncheon and Members Night Out), transportation (airfare or mileage driven), and lodging for up to four (4) Leadership U participants at each Winter and Annual conference. Lodging will be provided for the duration of the scheduled dates for the applicable Society Conference. Items not covered or reimbursed include meals, travel to and from the airport and hotel, and baggage fees.

Participant Selection

Twice annually, YEA will openly solicit applications from YEA members for the Leadership U program at the next conference through the ASHRAE website, email, social media, and other relevant means. Applications submitted by YEA members to ASHRAE by the deadline will be compiled by the Staff Liaison and submitted to the relevant YEA subcommittee for review and final participant selection.

Selection criteria:

- Application screening shall be made by the Staff Liaison and participant selection shall be made by the YEA Professional Development Subcommittee. Applications are reviewed using a scoring sheet that awards a dedicated number of points to each question/qualification. The scores from each reviewer are compiled and the four applicants with the highest scores are selected.
- Participants shall have proven chapter leadership.
- Participants should have proven Regional leadership.
- Participants shall have previously attended Society Conferences. An exception may be made if an applicant has fully satisfied all other qualifications and their score qualifies them for selection.
- Participants shall have a desire to become more involved in ASHRAE.
- Participants shall have a proven potential to become a Society Leader.
- Participants should have attended at least one YEA Leadership Weekend or YEA Leadership International.

Responsibilities of Leadership U Participants

In return for the benefits of the program, the participants of the Leadership U program will be expected to adhere to the following program responsibilities:

1. Attend the Society Conference for which they have applied as a Leadership U participant.
2. Compose oneself in a manner befitting the environment in which they are allowed as a guest.
3. Attend the LU meet-and-greet and wrap-up sessions.
4. Establish open communication with their mentor prior to the Society Conference. Participants will be provided with the name and contact information for their mentor in advance so that they can initiate communication.
5. Attempt to attend each of the variety of meetings on the provided agenda of the mentor. Since the schedule of each mentor will vary, it is the responsibility of the participant to review the outlined schedule with their mentor and determine what meetings and events should be attended. More detail on this topic is located in the Participant and Mentor Conference Schedule section.
6. Ask questions, Ask Questions, ASK QUESTIONS! Take the opportunity to learn why the Society operates as it does.
7. Attend the Conference social events and mingle with as many members as possible.
8. Observe the operations of the Society and ask, "How could I do this better?"
9. Submit a summary report.
10. Share their experiences with their Region and chapter (i.e. through presentations at their CRC,

presentations at their chapter, presentations at surrounding chapters, sharing articles for publication through YEA social media, etc.).

Responsibilities of Society Officers (Mentors)

As a Leadership U mentor, please be mindful of the following responsibilities:

1. Provide a conference schedule to your participant as soon as possible.
2. Encourage open communication with your participant. Your participant will be given your name and contact information and will be asked to establish communication with you prior to the Society Conference. Please be responsive to their communications and if you are unable to answer any questions, please direct them to the YEA Staff Liaison.
3. Attend the LU meet-and-greet. This will be a brief session that allows you to meet your participant, as well as the other participants and the subcommittee.
4. Encourage your participant to attend and participate in all applicable meetings and events.
5. Attempt to make your participant feel welcome. This is a new experience for these YEA members and they may be unsure of what to do when at certain meetings. We encourage you to maintain an open dialogue so that your participant feels comfortable asking questions and participating.

Participant and Mentor Conference Schedule

The YEA Professional Development Subcommittee will match each participant with a mentor and initiate communication (typically via email). While we understand that your conference schedule may not be finalized until shortly before the conference, we encourage you to share a general/estimated schedule with your participant as early as possible. This will allow your participant to have a general understanding of what to expect. It is the responsibility of the mentor and participant to review the schedule and determine a final schedule that fits their personal needs, including times to meet each day and what meetings should be attended (this final review is commonly done at the meet-and-greet).

The YEA Committee understands that participants may have certain obligations at the Society Conference which can prevent them from being able to attend every meeting on their mentor's schedule. The YEA Committee encourages the participant to coordinate with their mentor so that they can plan ahead and have a clear understanding of what meetings will be attended. Keeping in mind the goals and objections of this program, the participant should strive to attend as many meetings as possible in order to take full advantage of this opportunity.