

Volunteering 101

2018 NFRC Committee Meeting

March 19-21, 2018

St. Louis, Missouri



Volunteer Opportunities

Core Groups

Task Group (TG)

- Research & develop recommendations for assigned subject matter
- Reports up to a subcommittee

Subcommittee (SC)

- Develop & amend assigned programs / procedures
- Refers ballots to governing committee for action

Committee (C)

- Bring programs and supporting documents to the board for approval, disapproval or modification

Board (BOD)

- Final authority to approve policies procedures and programs

Work Group (WG)

- Small informal group created by any core volunteer group to provide support on specific matters to the forming entity

Staff Liaison

- Provides support to volunteer chairs

Task Groups

- Formed by the Subcommittees
- Ad Hoc Groups
- Responsible for researching and developing specific issues
- Report findings to the subcommittee
- No requirements for joining
- [Click here](#) for list of task groups
- [More Information](#)

Subcommittees

- Formed by the committees and with the approval of the BOD
- Report findings to the appropriate committee
- Must be a member to join
- Each member company gets one vote per subcommittee.
- [More Information](#)

Committees

- Formed at the direction of the BOD
- Responsible for the establishment of NFRC procedures and programs
- There are Board Appointed Committees and Member Committees.
- To join you must attend a NFRC meeting and add your name to the roster.
- Members cannot miss more than two consecutive meetings.
- [More Information](#)

Board of Directors

- Must be a member in good Standing
- Nominations and Elections occur every year.
- Members vote for the BOD.
- You can serve two three-year terms in a row.
- 6 General Interest seats and 6 industry seats
- [More Information](#)

Work Groups

- Small informal group created by any core volunteer group
- Provide support on specific subject
- No requirement to join
- [Click here for current work groups](#)

The Balloting Process

Task Group
sends
information to
reporting
subcommittee

Subcommittee
submits the
ballot for
voting

Voting is open
for a minimum
of 20 days.
Each member
company has
one vote.

NFRC
compiles &
publishes
results.

Ballots are
voted on at the
Spring and
Fall meetings
at the
subcommittee
and committee
levels.

Spring 2018 Ballots

Research and Technology Committee Ballots:

Optical Properties Subcommittee

Leadership -- Chair: Jacob Jonsson, Staff: Kevin Louder

- NFRC 300 Ballot S18 -

Thermophysical Properties Subcommittee

Leadership -- Chair: Charlie Curcija, Staff: Steve Urich

- NFRC 101 Section 5.1.7

Technical Committee

Condensation Resistance Subcommittee

Leadership -- Chair: Kevin Vilhauer, Staff: Scott Hanlon

- NFRC 500 Ballot
- NFRC 501 Ballot

U-factor Subcommittee

Leadership -- Chair: Anthony Cinnamon, Staff: Scott Hanlon

- NFRC 100 TDD Ballot
- NFRC 100 Trendline Ballot

Solar Heat Gain Subcommittee

Leadership -- Chair: Lisa Winckler, Staff: Scott Hanlon

- NFRC 200 TDD Ballot
- NFRC 200 Trendline Ballot
- NFRC 201 TDD Ballot
- NFRC 203 TDD Ballot

Ratings

NFRC 700 PCP Certification Subcommittee

Leadership -- Chair: Jason Seals, Staff: Steve Urich

- NFRC 700 Dividers Labels Ballot S18 o
- NFRC 700 Retesting Fees Ballot S18
- NFRC 700 TDD Ballot S18
- NFRC 700 Updating Labels Ballot S18

NFRC 705 CMA-PCP Subcommittee

Leadership -- Chair: Catherine Best, Staff: Steve Urich

- NFRC 705 CMA Residential Ballot S18
- NFRC 705 SA Ballot S18

Voting

- Only Members can vote.
- Each Member Company has one vote.
- You, or a colleague, will receive a packet at registration with voting cards.
- When it is time to vote, hold up the corresponding color card.

How to get involved

Task Group (TG)

- Reach out to the chair or staff liaison for the group.
- Submit a volunteer interest [form online](http://www.nfrccommunity.org/volunteeropps) (www.nfrccommunity.org/volunteeropps)

Subcommittee (SC)

- Each NFRC member is automatically a member of all Subcommittees and receive one vote per company.

Committee (C)

- You must attend a Committee or Membership meeting to sign up to be on a Committee.

Board (BOD)

- Board seats are voted on by membership. You may add your name to the list of those running as seats become available.

Work Group (WG)

- You will either be contacted by the entity creating the WG, or a call for volunteers will be issued.

Task Groups

Meet as needed throughout the year

Task Group Member:

- NFRC Members and non-members welcome
- Interest in the topic
- Available approximately 1 hour a month

Task Group Chair:

- Active member of the task group or other related TG
- Available approximately 2 hours a month
- Industry experience that demonstrates subject matter knowledge
- Participation in Prospective Leaders Network Trainings including:
 1. Understanding NFRC Documents
 2. Conducting an orderly Meeting/Roberts Rule of Order
 3. Using the CPD/CMAST
 4. Effectively Using the NFRC Community

Work Groups

Meet as necessary throughout the year

- Members are either recruited by staff/members or assigned by a group chair.
- Knowledge and interest in subject matter
- Available 1-2 hours a month and in person meetings as necessary

Subcommittees

Meet twice a year, as needed, at the Membership Meeting and the Committee meeting.

Subcommittee Chair or Vice Chair:

- Current NFRC member
- Recommended that you have attended at least one meeting per year during the last two years.
- Available approximately two hours per NFRC meeting (Membership & Committee Meeting)
- Active member of a task group under the subcommittee
- Industry experience that demonstrates subject matter knowledge
- Participation in Prospective Leaders Network Trainings including:
 1. Understanding NFRC Documents
 2. Conducting an orderly Meeting/Roberts Rule of Order
 3. Using the CPD/CMAST
 4. Effectively Using the NFRC Community

Committees

Meet twice a year, as needed, at the Membership Meeting and the Committee meeting.

Committee Chair or Vice Chair:

- Current NFRC Member
- Member in good standing of that committee
- Attended at least three meetings in the last three years
- Previously served as a chair of either a task group or subcommittee, or vice-chair of that committee
- Industry experience that demonstrates subject matter knowledge
- Available a minimum of three hours per NFRC meeting (Membership & Committee Meeting)
- Participation in Prospective Leaders Network Trainings including:
 1. Understanding NFRC Documents
 2. Conducting an orderly Meeting/Roberts Rule of Order
 3. Using the CPD/CMAST
 4. Effectively Using the NFRC Community

NFRC Volunteer Rolodex

Don't see any opportunities that interest you?

[Get your name into our Volunteer Rolodex](#)



When an opportunity comes up that matches your skill set and interest we will contact you.

National Volunteer Week

April 16-20, 2018

April 16 – Understanding NFRC Documents

April 18 – Roberts Rules: How they apply to NFRC

April 20 – Using the NFRC Community

[Click here to register](#)



Sign up to volunteer

- Go online
- Sign up in the lobby
- Request to join a Task Group online



Schedule Review

- Two and a half days
- **Monday** – Opening Session
- **Tuesday** – Task Groups, Networking Luncheon, Research & Technology Committee Block
- **Wednesday** – Technical Committee Block, Ratings Committee Block, & Closing Session

| Times | Monday 3/19/2018 | Tuesday 3/20/2018 | Wednesday 3/21/2018 |
|------------|--|---|---|
| 7:00 a.m. | Registration open at 1:00 p.m. on Monday. | Continental breakfast and breaks will be served for all meeting registrants Tuesday and Wednesday beginning at 7:00 a.m. Complimentary to all NFRC Meeting Registrants. | |
| 8:00 a.m. | | Tubular Daylighting Devices (TDD) TG 8:00 a.m. – 9:00 a.m. | Technical Committee Block ... continued 8:00 a.m. – 12:00 p.m. Subcommittees to Convene:** • Condensation Resistance SC • U-factor SC • Solar Heat Gain SC Technical Committee will convene after short break once all Subcommittees have adjourned. |
| 9:00 a.m. | | Diffuse Glazing TG 9:00 a.m. – 10:00 a.m. | |
| 10:00 a.m. | | Residential Component-Based Calculation (RCBC) TG 10:00 a.m. – 11:00 a.m. | |
| 11:00 a.m. | | Condensation Resistance TG 11:00 a.m. – 12:00 p.m. | |
| 12:00p.m. | | Ventilation Rating TG 12:00 p.m. – 12:30 p.m. | Lunch – On your own 12:00 p.m. – 1:30 p.m. |
| 12:30 p.m. | | Networking Lunch 12:30 p.m. – 1:30 p.m. | |
| 1:30 p.m. | LAP/CAP Workshop 1:30 p.m. – 2:00 p.m. | NFRC 700 Certification Process Streamline TG 1:30 p.m. – 2:30 p.m. | Ratings Committee Block 1:30 p.m. – 4:00 p.m. Subcommittees to Convene:** • NFRC 700 PCP Certification SC • NFRC 705 CMA-PCP SC |
| 2:00 p.m. | | | |
| 2:30 p.m. | Volunteering 101: Add a Voice to your Vote 2:30 p.m. – 3:30 p.m. | Research and Technology Committee Block 2:30 p.m. – 4:30 p.m. Subcommittees to Convene:** • Optical Properties SC • Thermophysical Properties SC • Research SC Research and Technology Committee will convene after short break once all Subcommittees have adjourned. | Ratings Committee will convene after short break once all Subcommittees have adjourned. |
| 3:00 p.m. | | | |
| 3:30 p.m. | | Technical Committee Block 4:30 p.m. – 6:30 p.m. Subcommittees to Convene:** • Software SC • CMA (Technical) SC • Daylighting SC • Ventilation SC | |
| 4:00 p.m. | | | |
| 4:30 p.m. | Opening General Session 4:00 p.m. – 5:00 p.m. | | |
| 5:00 p.m. | FenStar™ Certification Program Update 5:00 p.m. – 5:30 p.m. | Technical Committee will re-convene Wednesday morning. | Closing Session 4:30 p.m. – 5:30 p.m. |

Thank you



Paul Bush

NFRC Chairman of the Board

pbush@vitro.com

Deb Callahan

NFRC CEO

dcallahan@nfr.org

Tom Barnett

NFRC Sr. Director, Programs

shanlon@nfr.org

Jessica Finn

*NFRC Meetings & Membership
Manager*

jfynn@nfr.org



Program Booklet

- Agendas
- Draft Minutes
- Committees and Rosters
- Staff Directory
- List of acronyms
- Additional Resources