Volunteering 101

2018 NFRC Committee Meeting
March 19-21, 2018
St. Louis, Missouri
Volunteer Opportunities

- **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
- 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 (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.
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
<table>
<thead>
<tr>
<th>Times</th>
<th>Monday 3/19/2018</th>
<th>Tuesday 3/20/2018</th>
<th>Wednesday 3/21/2018</th>
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<tbody>
<tr>
<td>7:00 a.m.</td>
<td>Registration open at 1:00 p.m. on Monday.</td>
<td>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.</td>
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<td>1:30 p.m.</td>
<td>LAP/CAP Workshop 1:30 p.m. – 2:00 p.m.</td>
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<td>2:30 p.m.</td>
<td>Volunteering 101: Add a Voice to your Vote 2:30 p.m. – 3:30 p.m.</td>
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<td>4:00 p.m.</td>
<td>Opening General Session 4:00 p.m. – 5:00 p.m.</td>
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<td>4:30 p.m.</td>
<td>FenStar™ Certification Program Update 5:00 p.m. – 5:30 p.m.</td>
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**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.

**Lunch – On your own 12:00 p.m. – 1:30 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

**Ratings Committee** will convene after short break once all Subcommittees have adjourned.

**Technical Committee Block 4:30 p.m. – 6:30 p.m.**

**Subcommittees to Convene:**
- Software SC
- CMA (Technical) SC
- Daylighting SC
- Ventilation SC

**Technical Committee** will re-convene Wednesday morning.
Thank you

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Program Booklet

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