



COMMITTEE AND COUNCIL RESPONSIBILITIES IN A GLANCE

Committees and Councils play an integral role in advancing the Energy Bar Association's mission and goals. Below is a guide for Chairs, Vice-Chairs, and Members to improve processes and outcomes. For more information, contact Mary Margaret Frank at mmfrank@eba-net.org

FOREWORD

Committees and Councils supplement the work of the Board of Directors and staff. They provide knowledge, time, and resources that the Board and staff may not have.

Our Committees and Councils have developed some of the most successful programs and initiatives, for example, subject area programs, Annual Sector Reports (formerly ELJ Committee Report), and other outstanding educational offerings. Leadership skills are honed in Committees and Councils, paving the way for qualified leaders to advance.

STEERING COMMITTEES AND COUNCILS

Five Steering Committees:

1. Electricity
2. Gas, Oil & Liquids
3. Practices
4. Finance, Transactions & Investment
5. Disputes & Resolution

Councils:

- Energy Professional Council
- In-House Counsel Coalition
- Masters Council
- Professional Education Council
- Young Lawyers Council

POPULATING STEERING COMMITTEES & COUNCILS

The size of a committee or council may vary based on the needs of EBA. It is mainly influenced by factors such as interest in a committee's topic and current events.

EBA's incoming president appoints the steering committee and council leadership. The number of officers will vary by Steering Committees, but no fewer than 4 per Steering Committee.

TERMS OF OFFICE

In Steering Committees and Councils, the Chair, Vice-Chair and officers terms correlate with EBA's election year.

- **Chair:** 1-year term
- **Vice-Chair:** 2-year term
- **Officers:** 1-year term, no more than 3 consecutive terms

NEW MEMBERS

EBA Members are invited to become members of steering committees and councils. Membership lasts for 3 years, then they may renew for an additional 3 years.

ORIENTATION

Orientation is vital. The 2020-2021 orientation will be held on April 20, 2020, from 4:00 – 6:00 PM (EST) via Zoom. EBA will provide the manual and policies specifically for Steering Committees and Council operations.

GOVERNING DOCUMENTS

EBA's governing documents guide steering Committees and Councils. These documents are included with orientation, and the Strategic Plan will be sent to all Committee Members.

CHARTERS & ANNUAL PLANS

Each Steering Committee and Council should have a charter and annual plan. Please find the charters for each committee online. If you have any changes, please submit your edits to your Board Liaison for approval. Once you've developed an Annual Plan, please submit to your Board Liaison for approval **by June 30, 2020**.

MONTHLY CALLS AND MINUTES

Monthly calls are vital to keeping your members up to date on the latest topic news as well as Committee and Council engagement. Minutes are one way to keep the Board and EBA staff informed of decisions, progress, and needs.

LIAISONS

A liaison serves as a *resource* and *advocate*.

Board Liaison: A member of the Board assigned to assist and report on the steering committee efforts.

Staff Liaison: The role of the staff liaison is to be a resource and encourage progress.

HIGH PERFORMING COMMITTEES

- Understand the Steering Committee and Council's "fit" and importance in the organization.
- Engage the members with a passion.
- Consider committee succession to ensure quality committees in future years.
- Think big – create a new program, curriculum meeting, or revenue source to fit into the strategic plan.
- Interface with other committees to maximize outcomes.

TIP: Visit the EBA Committee Resource Section [online](#).

ROLE OF THE CHAIR, VICE-CHAIR & OFFICERS

The Chair and Vice-Chair set the tone. They must understand the big picture, communicate expectations, and share an image of success, including:

- Plan and schedule a calendar of meetings;
- Develop the meeting agenda and organize any supporting documents;
- Mentor a committee Vice-Chair;

Steering Committee Officers (or Council Chairs & Vice Chairs) are critical in developing ideas for programming and managing volunteer members, including:

- Provide leadership by communicating the committee mission, charge, and seek member input and ideas;
- Stay in contact with committee members;
- Collaborate with related committees;
- Assign tasks to members;
- Monitor progress;
- Evaluate committee effectiveness at mid-year and year-end.

STEERING COMMITTEES & COUNCILS MEMBERS RESPONSIBILITY

Members of Steering Committees and Councils bring their unique perspectives and resources to achieve the mission and goals.

- Understand the purpose of the Steering Committee or Council and ask what the specific goals are for the year;
- Offer new ideas;
- Attend monthly meetings to give input;
- Volunteer your time when planning a program;
- Offer to find speakers or a law firm host.

KEY STEERING COMMITTEE RESPONSIBILITIES

Steering Committees responsibilities are listed below:

- Lead EBA member volunteers in preparing ELJ Sector Reports;
- Plan one 2.5 hour program per year covering 2+ subject areas;
- Actively support PEC with at least 2 recommended panel topics per national meeting;
- Act as a resource for Chapter leaders who may reach out for speaker recommendations or other assistance;
- Plan Energizers only as needed due to current events;
- Ensure member engagement.

There are many forms online on the leader resource page available to help guide the committee in planning a successful program. See Section II for more details on Steering Committee responsibilities.

ORGANIZATIONAL CHART

