

Section II: EBA Steering Committee Responsibilities

Volunteer Resource Center: <https://www.eba-net.org/get-involved/resources-for-steering-committee-councils-and-chapter-leaders/>

1. **Support the Strategic and Financial Direction of EBA**

2. **Steering Committee Huddle:**

In lieu of our normal Committee Huddle at the Annual Meeting, we will hold a Committee Appointment Day on May 1st. This is the day EBA will confirm all steering committee and council members. Shortly thereafter, we will forward the member roster to you. You should reach out to your steering committee members shortly after receiving the roster and set up your meeting schedule for the year.

3. **Steering Committee/Council Meetings:**

EBA members enjoy meeting with their fellow steering committee and council members. Please hold your first meeting/conference call **by the end of May** and thereafter as often as necessary to establish and carry out the objectives of your group. We recommend monthly for maximum engagement. If you need meeting space or a teleconference dial-in number for your meetings, please notify EBA at (202) 223-5625 of the date/time of your meeting and we will assist you. *We strongly encourage you to always offer the Zoom Video component to ensure those outside Washington, DC can see and feel connected to others in the community. **Please encourage all to use the video camera feature.***

4. **Annual Plan:**

EBA just completed a three year Strategic Plan which we will review with you during training. You should provide an annual plan to your Board liaison **by June 30, 2020**. The plan may include possible program topics, plans for networking activities, charitable events, information dissemination and member recruitment.

5. **Steering Committee Charter:**

Familiarize yourself with your steering committee/council charter posted at: <https://www.eba-net.org/eba-net-org/get-involved/eba-steering-committees-and-councils/>. If you have suggested edits to the charter, please send a clean and redlined version to me for the Board's consideration.

6. **EBA Program Calendar and Educational* Programming:**

EBA has created an annual program calendar to address the needs of the membership. Please review the calendar and alert Jane Rueger and me if you foresee a problem with the month your group has been assigned. We will discuss this schedule in detail during the training.

You are expected to hold **at least one half-day** program during the bar year. EBA's staff meeting coordinator will work with you on each event. The program is flexible on style, format and content. Goal is to represent intersections within (and if relevant between) steering committees (SC). SC is given a **specific month** to hold their program, so there is consistency with EBA's program calendar year to year.

EBA's goal is to provide outstanding educational and networking opportunities at a reasonable cost and to ensure these programs are accessible to members nationwide. EBA strives to keep members abreast of industry developments and trends and to ensure you stay connected with other practitioners in the membership.

In addition to the annual workshop, we encourage you to consider holding short, "Energizers" as timely issues arise. Energizers are typically 1-2 hour programs. However, Energizers are not mandatory.

**Please remember that presentations must reflect a balance of perspectives.* If a topic is controversial, a roundtable or panel discussion reflecting speakers with different points of view may be more appropriate than a program with a single speaker. Please do not hesitate to consult with your Board liaison for assistance.

7. **PEC Panel Proposals**

Each SC is expected to present 2 panel proposals to the PEC for each of the annual meeting and mid-year energy forum (with PEC retaining decision-making authority on which, if any, panels to incorporate). Panel proposals for the 2020 MYEF are due May 2020. Panel proposals for the 2021 AM are due December 2020.

8. **Energy Law Journal Sector Reports:**

Each SC is required to submit sector reports to the Journal. Committee leadership should establish a team to write Annual Sector reports. Add additional value from ELJ annual sector reports such as through articles submitted for publication in the EBA Brief for volunteers who prepare the reports. SC can also use their ELJ Annual sector report as a resource document with their programs.

9. Periodic Report:

Each committee is expected to submit a periodic (roughly quarterly) report of its activities to your Board committee liaison and staff communication manager. This report, and photos if available, will be used to report your accomplishments to the EBA membership. The reports need not be long but should identify accomplishments, names, and firms of volunteers deserving of recognition and upcoming events. This requirement can be met with a short e-mail, which should be submitted to your Board liaison and staff communication manager.

10. Assistance to other committees and the chapters:

Each steering committee needs to assign a liaison to the Professional Education Council to assist with program development for the Annual and Mid-Year Meetings. We also encourage you to look to other committees for ideas and assistance in developing topics and presentations. In addition, the regional chapters may look to committees for assistance or joint programming opportunities. We encourage you to assist and support each other.

11. Seek Joint Programming Opportunities:

The Association's committees are expected to seek opportunities to do joint and co-marketed programs with other EBA committees, EBA chapters, and outside non-profit organizations. Committees are encouraged to seek out these opportunities and submit to the EBA Joint Enterprise Committee (JEC) for approval at least two months before the intended program. See the Joint Sponsorship form included in these Committee Leadership Orientation materials.

12. Groom Future Leaders:

Steering Committee leaders are expected to support and groom others to lead in the future. ***The Chairperson of each committee is expected to provide via e-mail to the President-Elect and CEO their recommendations for future leadership of the committee no later than January 15, 2021.*** Steering Committee Chairs are asked to include their recommendation for whether the Vice-Chair is willing, able, and prepared to lead the committee in the next organizational year. If not, steering committee Chairs are asked for a recommendation as to who they would recommend serving as Chair in the coming year. The Chair and Vice-Chair should consult on whether an officer is willing and able to serve as Vice-Chair in the coming year, and relay that information to the President-Elect and CEO.

13. Recruit Members: Committee leaders are encouraged to recruit new members to the organization and to join their committee.