

## Section III: EBA Committee Responsibilities



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

1. **Support the Strategic and Financial Direction of EBA**
2. **Committee Huddle:** The Chair and Vice Chair(s) of each committee is expected to attend and support the Committee Huddle at the Annual Meeting. This will provide an opportunity to committee leadership to meet with potential committee members, discuss and exchange ideas for programming, and familiarize committee leaders with the broader membership. The Committee Huddle likewise provides an opportunity for members to be introduced to the committees and provides an opportunity for members to sign up for the committees on-the-spot.
3. **Communication with Committee Members:** The leadership of each committee is expected to effectively communicate with committee members through e-mail, phone calls and in-person meetings as warranted. The EBA office shall endeavor to send to each Committee Chair and Vice Chair a list of committee members no later than the week following the Annual Meeting. Committee leaders are expected to communicate with all committee members very shortly after, but no later than May 23, confirming the members' participation in the committee and scheduling a first committee meeting.
4. **Committee Meetings.** Each committee is expected to hold at least one full committee meeting no later than June 15, and thereafter as often as necessary to carry out their objectives for the year. Since committee members are geographically dispersed, if a meeting is held, please take into consideration the option to hold a meeting in-person with or teleconference option. EBA **strongly** recommends holding committee meetings using a video conference connection to facilitate deeper member connection. EBA will provide you the Zoom Video link if you do not already have access to this technology.
5. **Annual Plan.** Each committee is expected to develop a plan for its activities and goals for the year and provide that plan to their Board committee liaison no later than July 4th. This need not be a long document, but each committee is urged to include their committee in formulating their annual plan and to be as specific as they can. For example, rather than merely state "hold two brown bag lunches," they should identify the projected month and, if their committee has progressed so far, even identify potential topics or speakers.
6. **Committee Charter.** Each committee is expected to review their charter and consider any updates, if necessary, at their first full committee meeting. Any proposed updates to committee charters must be submitted to your Board committee liaison and Overall Committee Coordinator for final approval no later than July 4th. Current committee charters can be found on EBA's website at [www.eba-net.org](http://www.eba-net.org) under Get Involved > "EBA Committees."

7. **Educational Programs and a Networking Event.** Each committee is expected to hold at least two subject matter educational programs within the year (May-May), which we referred to as “Energizers”. At least one of your Energizers should include a networking component (reception). The programs typically feature a single speaker, a panel, or roundtable discussion. Energizers can be held in person, but conference call, and/or web access is strongly encourages. The programs may also be held as a series, to permit more in-depth consideration of a selected topic. ([Event Planning Form](#)). We have assigned each committee two dates, see: <https://www.eba-net.org/get-involved/resources-for-chapter-and-committee-leaders/>
  
8. **Energy Law Journal Committee Report.** Each subject-matter committee is expected to submit a committee report to the Journal. See Energy Law Journal.
  
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

**Report Deadlines:**

July 9, 2019  
 October 8, 2019  
 December 27, 2019  
 March 2, 2020

10. **Assistance to other committees and the chapters.** The Association’s Professional Education Council (PEC) looks to EBA committees for ideas and assistance in developing topics and presentations for the Mid-Year and Annual Conferences; and in planning regional chapter programs.
  
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 these opportunities and submit to the EBA Joint Enterprise Committee (JEC) for approval at least two months prior to a program. See the Joint Sponsorship form included in these Committee Leadership Orientation materials.
  
12. **Groom Future Leaders.** 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 their recommendations for future leadership of the committee no later than January 15.* Committee Chairs are asked to include their recommendation for whether the Committee Vice-Chair is willing, able and prepared to lead the committee in the next organizational year. If not, Committee Chairs are asked for a recommendation as to who they would recommend to serve as Chair in the coming year. Committee Chairs are also asked who they would recommend to serve as Vice Chair in the coming year.
  
13. **Recruit Members.** Committee leaders are expected to encourage to recruit new members to the organization.



## **Quick Timeline of Committee Activities**

### **Deadlines:**

May 21.....Welcome Committee Members and confirm membership

June 15.....Convene initial committee meeting

July 4.....Review and provide proposed updated charter, if necessary, to Board Liaison

July 4.....Submit committee annual plan to Board Liaison

July 9.....Brief report to committee liaison on status of committee plans, energizers, etc.

Aug 1.....Energy Law Journal report due from:

- Demand-Side Resources & Smart Grid (Subcommittee)
- Environmental Regulation
- FERC Practice Natural Gas
- Nuclear Regulation (Subcommittee)
- Oil & Liquids
- Power Generation & Marketing (Subcommittee)
- State Commission Practice
- System Reliability, Planning & Security

May 14 – Dec 15....Conduct at least one committee program event

Oct 8.....Brief report to committee liaison on status of committee plans, energizers, etc.

Nov 27.....Energy Law Journal report due from:

- Alternative Dispute Resolution & Consensus-Building
- Compliance & Enforcement
- Electricity
- Finance & Transactions
- International Energy Law & Transactions
- Legislative Practice
- Renewable Energy (Subcommittee)

Dec 27.....Brief report to committee liaison on status of committee plans, energizers, etc.

Jan 1 – April 15...Conduct at least one committee program event

Jan 15.....Chair to provide recommendation for future leadership to President-Elect

Mar 2.....Brief report to committee liaison on status of committee plans, energizers, etc.