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

**FOREWORD**

Our SC&C 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.

**STEERING COMMITTEES AND COUNCILS**

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

Five Councils:
1. Energy Professional Council
2. In-House Counsel Coalition
3. Masters Council
4. Professional Education Council
5. Young Lawyers Council

**POPULATING LEADERSHIP**

EBA's incoming President appoints the SC&C leadership. The number of Officers will vary by Steering Committees, but no fewer than four 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

**ORIENTATION**

Orientation is vital. The 2021-2022 orientation will be held on **Wednesday, April 21, 2021, from 3:00 – 4:30 PM (EST)** via Zoom. EBA will provide the following manuals for leadership: EBA 101, SC&C Leadership, and event planning. Please read each thoroughly.

**CHARTERS & ANNUAL PLANS**

Each SC&C should have a charter and annual plan. Charters are found on the eba website. If you have any charter changes, please submit your edits to your Board Liaison for approval along with your annual plan by **June 20, 2021**.

**MEMBER PORTAL**

The new EBA Portal offers our SC&C a unique experience with a discussion board and file cabinet for documents. This is a great way to keep your members engaged in SC&C activities, and a way to discuss the latest policies, regulations and insightful news. Leaders may also use the portal to ask for assistance in program planning, writing Annual Sector Reports and recommend National meeting topics.

**QUARTERLY CALLS AND MINUTES**

Quarterly 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. Minutes should be stored on your SC&C file cabinet located on the member portal. Below you’ll find a great first meeting PowerPoint template.

**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’s 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) have a critical role 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 MEMBER RESPONSIBILITY**

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

- 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 two or more subject areas;
- Actively support the Professional Education Council (PEC) with at least two 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 on discussion board.

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**
Section II: EBA Steering Committee & Council 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 Committees and Councils Meetings:**
   EBA members enjoy meeting with their fellow SC&C members. Please hold your first meeting/conference call by the end of June and thereafter as often as necessary to establish and carry out the objectives of your group. We recommend quarterly for maximum engagement. If you need assistance with scheduling a zoom meeting, do not hesitate to contact EBA.
   - a. PowerPoint template for 1st meeting
   - b. Speaker PowerPoint template

3. **Annual Plan:**
   EBA 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 20, 2021. The plan may include possible program topics, plans for networking activities, charitable events, information dissemination and member recruitment.

4. **Steering Committees and Councils Charter:**
   Familiarize yourself with your SC&C charter posted here. If you have suggested edits to the charter, please send a clean and redlined version to Lisa Levine at llevine@eba-net.org for the Board’s consideration.

5. **EBA Program Calendar and Educational Programming:**
   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. The goal is to represent intersections within (and if relevant between) Steering Committees (SC). Each SC is given a specific month to hold their program, so there is consistency with EBA’s program calendar year to year. We will discuss this schedule in detail during the training.

<table>
<thead>
<tr>
<th>Steering Committee (SC)</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity Steering Committee</td>
<td>August</td>
</tr>
<tr>
<td>Gas, Oil &amp; Liquids SC</td>
<td>January</td>
</tr>
<tr>
<td>Practices SC</td>
<td>September</td>
</tr>
<tr>
<td>Finance, Transaction &amp; Investment SC</td>
<td>November</td>
</tr>
<tr>
<td>Disputes &amp; Resolution SC</td>
<td>February</td>
</tr>
</tbody>
</table>

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.*
6. **Professional Education Council (PEC) Panel Proposals**
   Each SC is expected to present two panel proposals each to the PEC for 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 2021 MYEF are due **July 1, 2021**. Panel proposals for the 2022 AM are due **January 15, 2022**.

7. **Energy Law Journal Annual 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.

8. **EBA Member Portal:**
   Each committee is expected to communicate on a discussion board on EBA’s member profile. This forum provides an easy way for members to quickly and easily communicate with the entire group, to share ideas, provide direction, and update members in real time. Leaders should post all updates and information on the discussion board so all members remain informed and involved. A great place to put minutes from any calls had with the entire membership would be the file cabinet located there as well.

9. **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.

10. **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.

11. **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.** 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.

12. **Recruit Members:**
    Committee leaders are encouraged to recruit new members to the organization and to join their committee.
Section III: Tools to Support Your Work

Software Tools

Contact EBA Staff for Assistance 202.223.5625
- **Video Conferencing:** Zoom Video Conferencing
  - To request a link, email Mary Margaret at mmfrank@eba-net.org
- **Doodle Poll:** To easily set Committee Meetings dates
- **Committee Rosters:** Contact Mary Margaret Frank at mmfrank@eba-net.org
- **Assistance finding volunteers:** [https://www.eba-net.org/get-involved/volunteer-opportunities/](https://www.eba-net.org/get-involved/volunteer-opportunities/)

Marketing Opportunities for Committee and Council Events

*EBA cannot successfully promote the programs you create, without sufficient information – please allow for at least 4 weeks of marketing once your program is developed and confirmed.*

- **Broadcast Membership Emails** – individual event marketing
- **EBA Website and News Section** – [www.EBA-Net.org](http://www.EBA-Net.org) | [www.eba-net.org/news]
- **LinkedIn:** LinkedIn with EBA and share posting [here](#)
- **Twitter** - @EnergyBarAssoc
- **Cross-marketing with DC Bar Association and other joint enterprise organizations**

Micro-Volunteering Examples

**MEMBERSHIP**
- Call new members to welcome them, collect data, and answer questions
- Check-in with new members to get feedback three, six, and nine months into their membership
- Welcome new online community or LinkedIn group members
- Help out at new member orientation sessions
- Mentor or serve as a resource to young professionals

**PROGRAMS & EVENTS**
- Call new attendees and arrange to meet them at events
- Video -tape or take pictures for an association event
- Work at the registration desk or membership booth
- Take photos or videos during the event

**COMMUNICATIONS & CONTENT**
- Record a discussion at a session round table
- Provide live Twitter chatter during meetings
- Take notes and write a recap of a session or webinar
- Edit, proof, or provide feedback on articles and posts
- Recommend social media posts
- Review paper or proposal for publication

**KNOWLEDGE SHARING**
- Moderate or facilitate discussion groups, online or in person
- Write reviews of books, videos, or other industry content
- Write a blog post or article on a specific topic for EBA Brief
- Lead a table OR online community discussion
Section IV: Energy Law Journal and Sector Reports

2021-2022 EBA Sector Reports Requirements and Guidance

There are two different deadlines for sector reports each year to reflect the fact that the Journal is published twice each year. Committees, as constituted for the June 2021 - May 2022 period, are responsible for submitting reports due by August 2, 2021, or January 7, 2022. If you are an incoming steering committee chair, please coordinate, as necessary, with your Committee’s outgoing chairs to ensure that reports will be prepared and submitted covering the relevant time periods, as set forth below.

The following sector reports are due on or before August 2, 2021, and, unless noted otherwise, should cover developments occurring from July 1, 2020, through the end of June 2021, with outlines of the reports due on or before June 18, 2021:

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Steering Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demand-Side Resources &amp; Smart Grid</td>
<td>Electricity</td>
</tr>
<tr>
<td>Environmental Regulation</td>
<td>Electricity/Gas, Oil &amp; Liquids</td>
</tr>
<tr>
<td>FERC Practice</td>
<td>Practices</td>
</tr>
<tr>
<td>International Energy Law &amp; Transactions</td>
<td>Transactions, Finance &amp; Investment</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>Gas, Oil &amp; Liquids</td>
</tr>
<tr>
<td>Nuclear Regulation</td>
<td>Electricity</td>
</tr>
<tr>
<td>Power Generation &amp; Marketing</td>
<td>Electricity</td>
</tr>
</tbody>
</table>

The following sector reports are due on or before January 7, 2022, should cover developments occurring in 2021 (through the end of December 2021), with outlines of the reports due on or before November 18, 2021:

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Steering Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADR &amp; Consensus-Building</td>
<td>Disputes &amp; Resolution</td>
</tr>
<tr>
<td>Compliance &amp; Enforcement</td>
<td>Disputes &amp; Resolution</td>
</tr>
<tr>
<td>Electricity</td>
<td>Electricity</td>
</tr>
<tr>
<td>Finance &amp; Transactions</td>
<td>Transactions, Finance &amp; Investment</td>
</tr>
<tr>
<td>Legislative Practice</td>
<td>Practices</td>
</tr>
<tr>
<td>Oil &amp; Liquids</td>
<td>Gas, Oil &amp; Liquids</td>
</tr>
<tr>
<td>Renewable Energy</td>
<td>Electricity</td>
</tr>
<tr>
<td>State Commission Practice</td>
<td>Practices</td>
</tr>
<tr>
<td>System Reliability, Planning &amp; Security</td>
<td>Electricity</td>
</tr>
</tbody>
</table>

The outline of the topics and major cases, orders, etc. that will be included in your Committee’s report should be provided to the Senior Reports Editor, Lois Henry (Lois.Henry@bhegts.com) by the applicable deadline specified above.

The outlines will assist us in avoiding duplication among the reports, planning for the Journal’s timely publication, and avoiding the need to defer publication of your sector report to a later issue of the Journal.

Draft sector reports will be reviewed and edited by the Senior Reports Editor and Reports Editors, as well as by the student editors at the University of Tulsa College of Law. Your Committee will have the opportunity to review all changes prior to publication.
Please note that sector reports are published as part of the online version of the Journal but are no longer included in the printed Journal. This change was made to help to contain the Journal’s costs and to benefit the environment.

When preparing your reports, please adhere to the following requirements.

I. **SUBSTANTIVE CONTENT**

- The EBA does not take a position in any sector reports on substantive issues that are the subject of pending litigation or are in (or capable of) dispute, nor does it make predictions. Therefore, you must provide straight-forward descriptions of the matters contained in the report and not editorial comments on any topic (or on the merits or expected outcome of any pending matter.) A “report” is just that, a recitation of developments without editorial comment and with no viewpoint expressed. This is what distinguishes the reports from articles, notes, and book reviews published in the Journal. Reports should identify critical cases, orders, statutes, proceedings, proposals, and other pertinent matters for the relevant time period.

- In the opening paragraph of the report, identify the time period covered.

- The Journal is primarily for practitioners, so you need not provide extensive background information on every matter.

- Minimize the reporting of material from a prior period. For example, a discussion of a regulatory proceeding or court case should avoid a detailed analysis of orders or rulings issued in prior years.

- A report should not address committee activities but rather the subject matter that the committee covers (such as renewable energy, natural gas, etc.).

- If you are concerned that your report may duplicate matters to be contained in another report, consult with the chair of the Committee(s) whose report concerns you and with the Senior Reports Editor.

- Please allow all committee members to participate in the preparation of the report and recognize that all committee members will be listed at the end of the report. However, when individual committee members have contributed significantly to the report, identify such members in a footnote on the first page of the report so appropriate credit can be given.

II. **PROPER CITATIONS**

- Provide accurate citations throughout the report to facilitate the editing process and to enable those who read the report to access your cited sources easily.

- All quotations from cases, orders, statutes, and other sources must be identified as quotations and must include proper citations. Computers have made it very easy to copy text and insert it in a report. **We will not publish reports that do not include appropriate citations for quotations and other references to the content of materials referred to in the report.**

- Citations must conform to the most recent edition of *The Bluebook – A Uniform System of Citation.*

- All citations must appear in footnotes at the bottom of a page, rather than in the text.

- When referring to discussions infra or supra, reference the subsection of the report rather than the page number.
III. **FORM**

- Reports vary in length, but **we will not publish reports of more than 50 pages absent extenuating circumstances.** The best reports are concise yet informative.

- Reports must be double spaced in Microsoft Word and use the same type size and font in both the footnotes and body of the report (12 pt., Times New Roman).

- Organize the report so that the headings and subtitles are consistent in all sections, even though different committee members may prepare parts of the report.

- As noted above, indicate the period covered by the report at the beginning of the report.
  - E.g.,”This report summarizes antitrust and competition developments of particular interest to energy law practitioners that occurred from July 1, 2018, to June 30, 2019.”

- Include a Table of Contents at the beginning of the report after the opening paragraph; do not include case or order cites in the Table of Contents and do not include a Table of Authorities.

- As noted above, include a footnote at the beginning of the report identifying individuals who significantly contributed to the report.

- Include a list of all committee members at the end. Please double check the list for accuracy as EBA may have revised the list since you received it.

Thank you in advance for your cooperation. Your efforts to prepare comprehensive and accurate sector reports contribute significantly to the Journal’s value and are much appreciated. If you have any questions, please do not hesitate to contact us.

Energy Law Journal Senior Reports Editor

Lois M. Henry  
Lois.Henry@bhegts.com  
804-613-5224 (office) or 703-447-9671 (mobile)

**Reports Editors**

Gillian Giannetti  
**ggiannetti@nrdc.org**  
202-717-8350

Jennifer Moore  
**JMoore499a@ameren.com**  
314-554-2623

Diane Neal  
**sdianeneal@icloud.com**  
202-288-5567

Zach Ramirez  
**zachary.ramirez@wisconsin.gov**  
816-585-1552

John Schulze  
**jschulze@abcwi.org**  
608-244-5883

John Shepherd  
**jshepherd@HuntonAK.com**  
202-438-8690
Organizational Chart

Association CEO
Charitable Foundation of the Energy Bar Association (CFEBA)
EBA Board of Directors
Foundation of the Energy Law Journal

EBA Staff
 Councils (4)
 Gas, Oil & Liquids Steering Committee
 Leadership:
 Chair
 Vice-Chair
 Officers
 Gas, Oil & Liquids Steering Committee
 Leadership:
 Chair
 Vice-Chair
 Officers
 Gas, Oil & Liquids Steering Committee
 Leadership:
 Chair
 Vice-Chair
 Officers
 Gas, Oil & Liquids Steering Committee
 Leadership:
 Chair
 Vice-Chair
 Officers
 Practices Steering Committee
 Leadership:
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 Chair
 Vice-Chair
 Officers
 Disputes & Resolution Committee
 Leadership:
 Chair
 Vice-Chair
 Officers
 Disputes & Resolution Committee
 Leadership:
 Chair
 Vice-Chair
 Officers
 Disputes & Resolution Committee
 Leadership:
 Chair
 Vice-Chair
 Officers

Energy Law Academy
 Chapters (8)
GOT A QUESTION?
We are here to help!

www.EBA-Net.org | 202-223-5625

Mary Margaret Frank, Manager, Events and Volunteer Relations, MMFrank@EBA-Net.org
- Manages EBA’s Calendar of Events
- Event Coordination
- Committee/Council Management
- Volunteer Opportunities

Katie Cutler, Administrative Assistant (Remote/Part-time) KCutler@EBA-Net.org
- Manages Accounts Payable
- Board Governance
- Registration Support

Michele L. Smith, Senior Manager, Marketing & Member Relations, MSmith@EBA-Net.org
- Marketing
- Sponsorship Opportunities
- Career Center
- Charitable Foundation

TBD, Membership Chapter Relations Specialist
- Recruit regional members
- Member services, onboarding, and ongoing engagement
- Liaison to the eight chapters and EBA Membership Committee

Richelle Kelly, Database Manager RKelly@EBA-Net.org
- All things data related
- Refunds/Cancellations
- Renewals/Invoice
- Subscriptions

Lisa Levine, CEO LLLevine@EBA-Net.org
- CLE
- Program Planning
- Foundation of the Energy Law Journal
- Speaking Opportunities
- Joint-Programming