

1.3.3 USAEE Officers and Their Responsibilities

Contents - click on item to go to the page

I.3.3.1 President..... 1

I.3.3.2 President-Elect..... 2

I.3.3.3 Immediate Past President 2

I.3.3.4 Past President 3

I.3.3.5 Vice-President – Membership and Chapter Liaison 3

I.3.3.6 Vice-President – Conferences..... 4

I.3.3.7 Vice-President - Academic Affairs 5

I.3.3.8 Vice-President – Government 5

I.3.3.9 Vice-President – Business..... 6

I.3.3.10 Vice-President - Communications 7

I.3.3.11 Secretary Treasurer 7

Committee Responsibilities

I.3.4.1 Finance & Audit Committee..... 9

I.3.4.2 Membership and Chapter Committee 10

I.3.4.3 Conference Executive Committee..... 10

I.3.4.4 Communication Committee 11

I.3.4.5 Sponsorship Committee..... 12

I.3.4.6 Nominating Committee..... 13

I.3.4.7 Awards Committee..... 14

I.3.4.8 Business Committee..... 14

I.3.4.9 Government Committee 15

I.3.3.1 President

The President leads the Association, and has the following specific responsibilities:

- Sets the agenda for and chairs Council meetings
- Works with the President-Elect and Executive Director to maintain the list of Officers and Committee Action Items
- Is the General Conference Chair of the North American Conference

occurring during their term of office and serves on the Conference Executive Committee

- Chairs the Association's annual membership meeting, which is held during the Annual Conference
- Appoints ad-hoc task forces as needed
- Chairs the Onboarding Conference call that occurs with new Officers & Council members in the month of January
- Represents USAEE at the International Association for Energy Economics (IAEE) Council and other IAEE meetings, and in any relationship with other organizations
- Engages with the Executive Director in an annual review as described in the management contract; the review team shall also include the President-Elect and the Immediate Past- President.

The Association's presidency involves roles that span a four-year period:

- First year of presidency – President-Elect
- Second year of presidency – President
- Third year of presidency – Immediate Past President
- Fourth year of presidency – Past President

I.3.3.2 President-Elect

The President-Elect:

- Chairs the Strategic Planning Group (SPG)
- Chairs ad-hoc task forces or committees as appointed by the President, including the committee to negotiate or renegotiate the Association's management contract(s). This management contract committee shall include the Secretary-Treasurer.
- Serves on the Conference Executive Committee
- Engages with the Executive Director in an annual review that is led by the Immediate Past President

I.3.3.3 Immediate Past President

The Immediate Past President:

- Chairs the Nominations Committee
- Co-chairs the Strategic Planning Group & Committee
- Chairs the North American Conference Sponsorship Committee
- Takes the lead in engaging with the Executive Director in an annual review.

I.3.3.4 Past President

The individual who served as USAEE President two years prior is termed the Past President. The Past President:

- Chairs the Awards Committee.

I.3.3.5 Vice-President – Membership and Chapter Liaison

- The Vice-President for Membership and Chapter Liaison chairs the Membership Committee and is responsible for ensuring that membership in USAEE is maintained at a level necessary to support the Association's activities and for striving to increase it substantially
- The Vice-President for Membership and Chapter Liaison shall:
 - Work with the Membership Committee and the VP-Communications to hone and spread a message emphasizing USAEE as a special association where U.S. energy economics professionals from business, academe, government, consulting, finance, the media and other professions collaborate for their professional development and for the benefit of our association
 - Review past membership drive efforts and their effectiveness
 - Monitor and timely report current total membership on a quarterly basis to all members of the USAEE Council; also develop and share dropped and added membership information on a monthly basis and encourage active members to encourage renewal by those who have dropped membership
 - Identify plausible pools of new members including sustaining members (perhaps identified by professional specialty, by geography or by sector) and craft strategies and correspondence for attracting them
 - Coordinate efforts with other Council members, especially VP-Conferences, VP Chapters, VP- Communications, VP-Academic Affairs, VP-Business, and VP-Government
 - Consider ways to engage current members in attracting new members
 - Keep good records regarding which recruitment methods seem to work and which do not
 - Consider new products & services the Association might provide its members to maintain and increase membership, and submit recommendations concerning such new services to the Council for

review and decision

- Report regularly to Council on plans, activities, progress and needs as well as ensure that monthly membership numbers are reported to the President
- Encourage members of USAEE either to join an existing local chapter or to facilitate development of a new chapter where critical mass exists to do so
- Seek and help to take advantage of opportunities to open new chapters or revitalize older ones through focused USAEE attention
- Encourage local chapters to maintain up-to-date information at their USAEE website locations
- Chair a chapter leadership meeting at the annual USAEE Conference
- Provide appropriate USAEE assistance to chapters that wish to coordinate programs with one another
- Encourage local chapter members to join USAEE
- Engage ad-hoc chapter committees to further develop and maintain chapters
- Maintain close relations and regular communication with each chapter
- Liaison with Distinguished Lecturer (DLS) speaker and Chapters to assist in bringing them together for a speaking engagement
- Actively promote Sustaining Membership within the Association
- Work within a sub-committee of Young Professionals to ensure their needs are developed and met.

I.3.3.6 Vice-President – Conferences

The Vice-President for Conferences chairs the Conference Executive Committee which is responsible for coordinating the planning of effective conferences that achieve the Association's objectives. The Vice-President for Conferences is responsible for setting meeting agendas and distributing notes after each meeting.

- The Vice-President for Conferences is also responsible for:
 - Conducting a survey to determine attendee satisfaction and opinion on the execution and content of the annual USAEE conference
 - Incorporating into future conference planning ideas and

suggestions noted as part of conference evaluation and post-mortem review

- Work with the Executive Director and/or conference management firm in determining which cities to investigate placing the USAEE Conference in the years ahead

I.3.3.7 Vice-President - Academic Affairs

The Vice-President for Academic Affairs chairs the Academic Committee and is responsible for:

- Providing leadership and oversight of new or proposed USAEE programs and activities that are of interest to the academic and student members of USAEE
- Coordinating the following programs at the USAEE Conference: Student Best Paper Award, Student Mentoring, Case Competition, PhD Day (if held) and Student Reception
- Providing oversight of the USAEE Working Paper Series and fostering its growth and visibility within the research community
- Maintaining and updating the standing list of academic departments, research programs, and learning centers that may be interested in the activities and services provided by the IAEE

I.3.3.8 Vice-President – Government

The Vice-President Government chairs the Government Committee and is responsible for:

- Providing leadership and oversight of new or proposed USAEE programs and activities that are of interest to the government members of USAEE
- Working with the Vice-President, Conferences, to assure that annual USAEE conferences and other programs it sponsors contain subject matter of interest to government members (e.g., “Government Track”)
- Working with the head of the Sponsorship Committee to promote USAEE within the government sector and develop long-term relationships between governmental bodies and the Association
- Promoting USAEE within the government sector for purposes of encouraging governmental personnel to join the Association and participate in its activities
- Promoting avenues of communication with government members of

USAEE to obtain feedback on existing services and suggestions for enhancement

- Maintaining contact with appropriate representatives of governmental bodies whose activities are related to the professional interests of the USAEE membership
- Keeping Council apprised of the desires of government members of USAEE and any issues raised by this segment of the membership
- Serves on the Conference Executive Committee

I.3.3.9 Vice-President – Business

The Vice-President Business chairs the Business Committee and is responsible for:

- Providing leadership and oversight of new or proposed USAEE programs and activities that are of interest to the business members of USAEE
- Working with the Vice-President, Conferences, to assure that annual USAEE conferences and other programs it sponsors contain subject matter of interest to business members
- Working with the head of the Sponsorship Committee to promote USAEE within the business sector and develop long-term relationships between companies and the Association
- Promoting USAEE within the business sector for purposes of encouraging company employees to join the Association and participate in its activities
- Promoting avenues of communication with business members of USAEE to obtain feedback on existing services and suggestions for enhancement
- Maintaining relationships with appropriate representatives of companies whose activities are related to the professional interests of the USAEE membership
- Keeping Council apprised of the desires of business members of USAEE and any issues raised by this segment of the membership
- Researches and suggests to Council who should be Distinguished Lecturer Series speakers.
- Serves on the Conference Executive Committee

I.3.3.10 Vice-President - Communications

The Vice-President for Communications chairs the Communications Committee and is responsible for:

- Participating in new initiatives for communicating with members
- Press relations, particularly at conferences, and for implementing the USAEE's policy on press relations
- Overseeing new initiatives involving the USAEE website and recommending changes where appropriate
- Increase the exposure of the Association through USAEE's social media presence online. This includes developing and maintaining a set of Social Media Guidelines. Currently USAEE has a presence with Twitter, LinkedIn and Facebook
- Develops a post USAEE Conference report to share with the membership
- Conducts Podcasts with USAEE's Distinguished Lecturer Series speakers

I.3.3.11 Secretary Treasurer

The Secretary Treasurer is responsible for:

- Drafting minutes of Council meetings (with the assistance of the Executive Director), which will include a list of all Action Items arising out of the meeting.
- Certifying all votes of Council and of general membership (with the assistance of the Executive Director)
- Chairing the Finance & Audit Committee (see Section I.3.4.1)
- Serves on the Conference Executive Committee
- Budgeting:
 - Coordinate the work of the Finance and Sponsorship Committees and the Executive Director to:
 - Establish Conference budget(s) and recommend to the USAEE President, President-Elect and Immediate Past President for approval
 - Establish the Association's budget* and recommend to Council
 - Comment as requested on the budgeting implications of proposals considered by Council and the Conference Executive Committee
 - Authorize budget amendments that are prudent from a non-profit perspective; notify Council of such amendments
- Financial Oversight:
 - Ensure that the Association's Executive Director or management firm

- employs current, efficient budgeting and financial management software and practices
- Review quarterly reports from the Executive Director on the Association's financial condition
 - Promptly advise Council of deviations from approved budgets
 - Directing the investments of the Association
 - Resolving any financial questions raised by the Executive Director
 - Hosts an annual conference call with the Association's Accounting firm to discuss the Annual Review or Audit and report same to Council.

* USAEE maintains a budget for the Association itself and a separate budget for each annual conference. Any positive net revenue from the annual conference is a source of income for the Association budget. Conference budgets traditionally generate positive net revenue. This income is important in complementing the Association's dues (and other) income to meet if not exceed expenses in the Association budget.

I.3.4 Committee Responsibilities

I.3.4.1 Finance & Audit Committee

- The responsibility of the Finance & Audit Committee is to oversee the Association's finances on behalf of the Council. Particular oversight responsibilities include the Association's annual budget, investment activities and oversight on financial reviews and audits.
- The Finance & Audit Committee shall be composed of three to five members of the Council, not to include the President. The Committee shall be chaired by the Secretary Treasurer and shall meet at least twice per year. Its other members shall be appointed by the President in consultation with the Secretary Treasurer.
- Tasks:
 - Monitor the financial assets and liabilities, cash flows, and income of the Association on a regular basis
 - Amend and approve the Association's annual budget as drafted by the Secretary Treasurer prior to recommending its adoption to Council
 - Review amendments to the budgets
 - Monitor and oversee the Secretary Treasurer's management of the Association's funds in reserve and other investments, establishing investment guidelines as necessary
 - Determine if an audit is necessary at any given time and so report to Council. If an Audit is determined necessary the Finance & Audit Committee will work with the Executive Director to search for a suitable accounting firm. The final decision of the selection of the audit firm shall rest in the hands of the Committee. Oversight of the audit should be based on standard accounting practices and should include discussing the audit report with the audit firm prior to reporting the results to Council with any recommendations
 - Review quarterly financial reports prepared by the Executive Director and the Secretary Treasurer, and at

least arrange an annual financial review to confirm that all Association finances are in order. Ensure that all aspects of the Association's finances are conducted in accordance with GAAP

I.3.4.2 Membership and Chapter Committee

- The Membership and Chapter Committee shall identify, vet, recommend to Council and carry out activities to support members and Chapters and their relationships with the Association, and shall seek to develop means to yield a growing number of Association members and Chapters.
- The Membership and Chapter Committee shall be chaired by the VP-Membership and Chapter Liaison, and its members will be appointed by the VP-Membership and Chapter Liaison in consultation with the President
- The Vice President, Membership and Chapter Liaison shall have a seat on the Conference Executive Committee
- The Chair of the Membership & Chapter Liaison Committee will provide regular reports to Council outlining Committee progress and resource needs.

I.3.4.3 Conference Executive Committee

The Conference Executive Committee is responsible for coordinating the planning of conferences that achieve the Association's objectives for its conferences

- The Vice-President for Conferences chairs the Conference Executive Committee and is responsible for setting meeting agendas and distributing notes from each meeting
- For each conference the Conference Executive Committee other members are: USAEE President, President-Elect, Secretary Treasurer, VP-Academic Affairs, VP-Business, VP-Government, VP Communications, VP-Conferences, Sponsorship Committee Chair, a Student Representative, Plenary and Concurrent Session Coordinators, VP Membership & Chapter Liaison, 1 USAEE Council member-at-large, Technical Tour Coordinator and Executive Director.

– Additional members may be added to the Conference

Executive Committee by either the President, VP Conferences or Executive Director.

- Tasks:
 - Set targets associated with the priorities identified for the Association's conferences—namely, program, attendance, net revenue generation and media coverage, post conference survey, etc.
 - Define the attendance goal not only in terms of the overall number of attendees, but also in terms of the distribution of attendees among academe, students, business, government, consulting, finance, media and other spheres
 - Craft and initiate a robust plan to achieve the goals including a marketing plan to achieve the attendance goal.
 - Recommend improvements and goals for the overall student experience, the Best Paper competition, Case Competition, Student Mentoring, interactions between students and non- students, job market interactions, student social events, etc.
 - Survey conference attendees and analyze and report results to help in planning future conferences
 - Consider plans and approaches that might be used in an ongoing effort to set and achieve goals for the Association's future conferences in light of past conference attendance and survey results.

I.3.4.4 Communication Committee

The Communication Committee shall identify, investigate, recommend to Council and carry out activities to enhance USAEE communication with its members and the public at large about the organization's mission, activities, conferences, publications, and member achievements.

The Communication Committee shall be chaired by the Vice President for Communication.

- In addition to the Chairperson, the Committee shall consist of three members of USAEE and should include at least one person who is conversant with social media. The members will be appointed by the Vice President for Communication in

consultation with the President.

- Tasks:
 - Develop a media relations plan for conferences and other special events such as webcasts.
 - Facilitate access of the media to featured conference speakers for interviews
 - Expand the presence of USAEE in social media including Twitter, Facebook, LinkedIn, and other social media outlets. This includes maintaining the Associations Social Media Guidelines.
 - Review and recommend to Council new initiatives for communicating with USAEE members
 - Develop media plans to increase the visibility of individual USAEE members in the energy policy arena
 - Develop initiatives and recommendations to Council concerning USAEE website improvements
 - Initiate periodic news releases concerning USAEE member significant accomplishments (e.g., awards, new books, etc.)
 - Report regularly to Council on plans, activities, progress and resource needs
 - Produce an article that summarizes the proceedings of the Annual USAEE/IAEE North American Conference for email distribution to the membership and placement on the Conference website
 - Develop podcasts from Distinguished Lecturer Series speakers
- The Vice President, Communications shall have a seat on the Conference Executive Committee
- The Chair of the Communications Committee will provide regular reports to Council outlining Committee progress and resource needs.

1.3.4.5 Sponsorship Committee

- The USAEE Immediate Past President chairs the Sponsorship Committee.

- Members may include Chapter or USAEE Council members and members at large, as appointed by the Sponsorship Committee Chair.
- Tasks:
 - Raise sponsorship funds in support of the Association's annual Conference
 - Identify and coordinate with potential sponsors and sustaining members
 - Review current sponsorship offerings and propose modifications as appropriate
 - Develop new sponsorship offerings as appropriate
 - Liaise with sponsors to ensure that their needs are met
- The Chair of the Sponsorship Committee will provide regular reports to the Secretary Treasurer and Council on Committee plans, activities, progress and needs.
- The annual fund-raising goals for the Committee will be set as part of the Conference budget process, with the net Conference proceeds included in the Association's budget process as coordinated by the Secretary Treasurer.

I.3.4.6 Nominating Committee

- As specified in USAEE's By-Laws (see Section IV), the President will appoint a Nominating Committee of five persons, no more than two of whom are Council members – including the Immediate Past President, who shall serve as Chair.
- When selecting its nominees, the Nominating Committee should:
 - Consider the diversity of membership and interests cited in the USAEE Mission Statement and Strategic Goals
 - Consider the Strategic Plan
 - Solicit recommendations from Council, Chapter Presidents and members at large.
- All nominees not selected will be so informed of that decision by the Nominating Committee prior to the ballots being distributed to the USAEE membership.
- All nominees will be advised that, unless they wish otherwise, if they are not selected, their names will be suggested for

consideration to the following year's Nominating Committee.

I.3.4.7 Awards Committee

- The Association's Past President (two years removed) chairs the Awards Committee. The President shall select four members from among the membership at large and/or past USAEE Award recipients to sit on the committee. This committee of five should be in place by mid-February of each year.
- The USAEE Awards Committee is charged with selecting both the Adelman-Frankel Award and Senior Fellow Award recipients.
- The Executive Director will assist in the solicitation of past USAEE Award winners, Chapter Presidents, Council members and USAEE members at large for recommendation of award nominees by circulating a membership-wide e-blast.
- The Awards Committee Chair, after selection of the award winners by the Awards Committee, will notify the award recipients and USAEE Council of the Committee's selection(s). The results of its deliberations should be announced by mid-May.
 - Neither the Adelman-Frankel Award nor the Senior Fellow Award need be bestowed in any given year. NOTE: Senior Fellow Award winners receive complimentary membership in USAEE (not IAEE).
 - Both Awards are presented at the Annual North American Conference of the USAEE/IAEE.

I.3.4.8 Business Committee

The Business Committee shall identify, investigate and recommend to Council activities to enhance products and services that address business members of USAEE and the public at large.

- The Business Committee is chaired by the Vice President, Business and is responsible for setting meeting agendas and distributing notes from each meeting
- The Vice President, Business will in consultation with the USAEE President appoint 4 additional members to serve on the Business Committee, giving a total membership of 5
- Tasks:

- Provide leadership and oversight of new or proposed USAEE products and services that are of interest to the business members of USAEE, and others where possible
- Work with the Vice-President, Conferences, to assure that annual USAEE conferences and other programs it sponsors contain subject matter of interest to business members
- Work with the head of the Sponsorship Committee to promote USAEE within the business sector and develop long-term relationships between companies and the Association
- Promote USAEE within the business sector for purposes of encouraging company employees to join the Association and participate in its activities
- Promote avenues of communication with business members of USAEE to obtain feedback on existing products and services and suggestions for enhancement, including the development and use of surveys
- Maintain relationships with appropriate representatives of companies whose activities are related to the professional interests of the USAEE membership
- Keep Council apprised of the needs of business members of USAEE and any issues raised by this segment of the membership
- Recommend to Council Distinguished Lecturer Series speakers
- The Vice President, Business shall have a seat on the Conference Executive Committee
- The Chair of the Business Committee will provide regular reports to Council outlining Committee progress and resource needs.

I.3.4.9 Government Committee

The Government Committee shall identify, investigate and recommend to Council activities to enhance products and services that address government members of USAEE and the public at large.

- The Government Committee is chaired by the Vice President, Government and is responsible for setting meeting agendas and distributing notes from each meeting

- The Vice President, Government will in consultation with the USAEE President appoint 4 additional members to serve on the Government Committee, giving total membership of 5
- Tasks
 - Provide leadership and oversight of new or proposed USAEE programs and activities that are of interest to the government members of USAEE
 - Work with the Vice-President, Conferences, to assure that annual USAEE conferences and other programs it sponsors contain subject matter of interest to government members
 - Work with the head of the Sponsorship Committee to promote USAEE within the government sector and develop long-term relationships between governmental bodies and the Association
 - Promote USAEE within the government sector for purposes of encouraging governmental personnel to join the Association and participate in its activities
 - Promote avenues of communication with government members of USAEE to obtain feedback on existing products and services and suggestions for enhancement, including the development and use of surveys
 - Maintain contact with appropriate representatives of governmental bodies whose activities are related to the professional interests of the USAEE membership
 - Keep Council apprised of the needs of government members of USAEE and any issues raised by this segment of the membership
 - The Vice President, Government shall have a seat on the Conference Executive Committee
- The Chair of the Government Committee will provide regular reports to Council outlining Committee progress and resource needs