



## **VAEEC Education & Events Committee Charter**

### **Purpose**

The purpose and mission of the Education & Events Committee is to develop strategies, awareness, and events to educate a variety of audiences regarding the importance of energy efficiency in the Commonwealth.

A large focus of this committee is the VAEEC semiannual meetings and annual Virginia Energy Efficiency Leadership Awards.

### **Responsibilities**

The anticipated committee member time commitment (excluding board meetings): 1-2 hours per quarter.

The specific responsibilities of the Education & Events Committee include:

- Develop and maintain a variety of online education and outreach resources to promote awareness of energy efficiency statewide
- Highlight energy efficiency success stories across the state
- Consult with other VAEEC committees to identify outreach needs and to develop strategies and resources to address those needs
- Assist staff in planning and promoting VAEEC semiannual meetings and annual awards ceremony
- Review post-event surveys and feedback to build upon the success of our semiannual meetings and annual awards ceremony
- Members are encouraged to participate in the Selection Committee, which meets approximately two times a year to select the Virginia Energy Efficiency Leadership award winners.

### **Meetings**

The Education & Events Committee will hold teleconferences at least three times a year or when necessary at the call of the committee chair. Teleconferences will be held prior to the spring and fall member meetings and the opening of the application process for the Virginia Energy Efficiency Leadership Awards.



## **Members**

- The Education & Events Committee will strive to maintain a membership of 5-7 participants
- All members of the Education & Events Committee must be members or employees of members in good standing with VAEEC
- The Education & Events Committee may be comprised of off-board members
- The Education & Events Committee will be chaired by a VAEEC Board Member
- The Program Coordinator will serve as staff to the Education & Events Committee

## **Guidelines**

- The Education and Events Committee Chair will serve a one-year term with the option of serving two additional one-year terms
- A member may resign at any time upon written request to VAEEC
- The VAEEC Board of Directors will review the composition of this group annually
- The Education & Events Committee will use a simple majority of the voting membership present
- The Education & Events Committee will communicate as appropriate with VAEEC members, the Board of Directors, officers, and staff to provide information on the work of the committee and to seek input and feedback as needed

## **Annual Committee Goals**

- Build upon the success of our semiannual meetings and annual awards ceremony based on event surveys and feedback
- Promote awareness of energy efficiency statewide
- Find energy efficiency success stories the VAEEC can highlight via our website, e-newsletter, and social media