



## VAEEC Policy and Programs Committee Charter

### **Purpose**

The Policy and Programs Committee is responsible for the development of VAEEC policy and programs on issues of relevance to VAEEC by providing recommendations to the VAEEC Board of Directors, guidance, review and perspective on issues related to energy efficiency in the Commonwealth, and ensuring ongoing communication between the board, committee and staff.

### **Responsibilities**

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

The specific responsibilities of the Policy Committee include:

- Develop annual goals for the committee based on staff recommended policy initiatives, proposals, programs and other activities.
- Review and develop recommendations on issues referred to the committee by the Board.
- Scope and define VAEEC's policy and program portfolio in coordination with staff.
- Identify policy issues, trends and developments that may impact energy efficiency in the Commonwealth, VAEEC, its activities, stakeholders or other aspects related to energy efficiency.
- Provide feedback to staff on policy initiatives, proposals, programs or other activities as needed.
- Serve as a communications conduit between the Board-at-Large and Staff on policy related matters.
- Report to the Board on VAEEC policy and program activities including a report at each board meeting.
- Evaluate and recommend development of position statements and papers on relevant topics.
- Identify and pursue financial, and other resources, to implement VAEEC program activities where appropriate.

### **Meetings**

The Policy and Programs Committee will hold conference calls at least four times a year, ideally prior to regularly scheduled Board meetings and Executive Committee calls, or at the call of the



committee chair, as needed. Meeting dates and times will be scheduled by VAEEC staff to achieve maximum participation.

### **Members**

- The Committee will strive to maintain a membership of 5-7 participants, including both board members and off-board members.
- Committee members shall be members or employees of members in good standing with VAEEC.
- The Committee will be chaired by a VAEEC Board Member.
- The Committee may be comprised of non-board members
- Committee members should be representative of the membership categories of the VAEEC.
- The Executive Director will serve as staff to the Policy Committee.

### **Guidelines**

- A member may resign at any time upon written request to the chair and/or committee staff.
- The Policy Programs Committee Chair will serve a one-year term with the option of serving two additional one-year terms
- The VAEEC Board of Directors will review the composition of this group annually.
- The Committee will use a simple majority of the voting membership present.
- The 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.