

Guidelines for NTAEE Board and Committee Members

This document serves as a guide to help the board and committee members meet the requirements stated in NTAEE's By-Laws. It is a tool that describes functions running the organization. These guidelines may be improved as the technology evolves and the organization grows while meet By-laws requirements.

OFFICERS:

President:

The president is the principal elected officer of the chapter and presides at meetings of the chapter and of the Board of Directors. The president helps grow NTAEE chapter, provides a monthly board meeting agenda and facilitates the meeting, President appoints committee chairs. The president completes and submits annual AEE required document to National AEE headquarters. The president is expected to become an AEE member. NTAEE covers the cost of annual AEE membership.

Vice President:

Vice President (VP) obtains speakers and/or tours for the regular meetings. He/She may be delegated by the president to perform the president's duties, in the event of the president's absence. He/she keeps track of NTAEE's laptop and projector. The VP is expected to become an AEE member and if possible attend the World Energy Engineering Conference (WEEC) officer training classes. NTAEE contributes toward AEE annual membership and WEEC trip expense. Refer to NTAEE's By-laws for the contribution amount.

Treasurer:

The treasurer keeps account of all monies received and expended for the use of the chapter, and makes disbursements authorized by the Board. He/She deposits all sums in the bank approved by the Board, and reports status at the monthly meetings. Funds may be drawn only upon the signature of the treasurer or others selected by the Board. The treasurer completes annual AEE required financial document and submits it to NTAEE president.

Secretary:

The secretary attends and documents minutes of NTAEE's board and monthly meetings.

Past President:

The past president gives guidance to the Board and serves as the Nominations Chair.

Board Member:

Board members are the governing group of the association and sit in judgment of proposals made to the association and, when required, vote on motions needing approval. They may hold any chair position along with their board position.

Committee Chairs:

The president annually appoints such standing, special, and subcommittees as may be required by the bylaws or as he/she may find necessary. A committee consists of minimum a chairperson and others he/she may appoint to assist performing its functions.

Nominations Committee - During the month of August each year, the past-President appoints a nominating committee to nominate candidates for open offices. The slate of new candidates is expected by the October monthly meeting.

Awards Chair – The Awards chair requests companies and persons to nominate persons and companies for local energy awards and forwards them on to AEE for regional and/or national recognition. The chair may develop his/her own forms or use AEE's forms. The forms must be returned to the chair by the May meeting.

CEM Study Group - The chair submits an application for annual Chapter-lead CEM exam prep course to AEE National for approval. Once approved, He/she recruits speakers for each session/topic and schedules the weekly study group meetings (in -person or virtual) and moderate study group sessions. The chair announces class registration information and invites members and those that may be interested to register.

Community Services – The chair finds non-profit client(s) interested in a "free" energy audit. He/she sets a date for the audit, invites volunteers from the association to participate in the audit, analyzes the obtained data, writes the report, and presents the report to the client(s) and the board and association. Summary highlight from the audits is shared at association general meeting. Two to three audits is typical each year.

Energy Conference – The chair finds a location for a full day conference. Conference is usually held on the third Thursday in October. The chair defines a theme for the program, finds subject matter speakers, sponsors, and booth vendors. The chair develops and distributes promotional material, promotes the conference and oversees the conference itself. He/she may appoint assistants to help in the process. The chair also determines a budget which is presented to the board for approval.

Government Liaison – The chair stays abreast of governmental rulings affecting the energy business and forwarding this information to the association board. He/she forwards to the proper government authority any resolution the association may develop for that authority to consider.

Meeting Manager – The chair manages registration at all meetings and conferences held by the association. He/she receives the registration money, provides name tags, provides a sign-in sheet, and distributes tickets when necessary. He/she deposits all monies received into the association's bank account and reports it to the treasurer and membership chair.

Student Chapters – The chair develops student NTAEE/AEE chapter in local universities. He/she assists the student chapters in obtaining speakers, and advising the chapter officers in organizational matters. He/she requests funds from the association to assist these chapters if needed.

Webmaster – The chair maintains information on the association's website www.ntaee.org . He/she also stores associations essential records as a backup in NTAEE's dropbox account. These records are minutes of the meetings, energy conference prep material, CEM study material, scholarship and membership applications, and other documents association deems important. Other tasks webmaster performs are as follows:

- Ensures the NTAEE.org domain is registered with a domain hosting company and the account is paid annually. Website is hosted on a platform and the account is paid annually.
- Ensures an online financial gateway is available to accept membership dues and event payments; annual dues is setup in December for membership renewals.
- Assists board and committee members in using website tools or obtaining reports to serve members
- Ensures all NTAEE and AEE events are posted on the website and calendar with links to registration
- Posts energy-related events, per request, with link to registration
- Posts scholarship recipient biographies provided by the scholarship committee chair.
- Posts energy-related job ads and job seekers information for 90 days, free of charge, or until the position is filled.

Social Media – The chair maintains chapter social media pages on LinkedIn, Facebook, Skype, and Twitter in coordination with the webmaster.

Scholarship – The chair notifies schools, universities and high schools, and chapter members and friends about NTAEE’s annual scholarships in January. He/she updates the application form and forms a committee for grading the applications. He/she receives the applications and forwards them to the committee. In April the committee grades and ranks the applicants. The chair meets with the board to obtain funds to distribute to the successful applicants. The chair recognizes and give awards to the successful applicants in either July or August meetings.

Membership - The chair monitors membership roll, sends out Monthly meeting notifications at the beginning & periodically throughout the month, forwards energy information to members and friends, communicates with the board on numbers of members & friends registered for meetings, reminds members to renew their membership, and provides name tags to the registration chair as needed. He/she publishes Professional Development Hour (PDH) certificates to the attendees of NTAEE’s monthly meetings and energy conference. 1 PDH is given per monthly meeting; PDH for energy conference is determined by the energy conference committee each year.

Revision History:

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