

Terms of Reference

NAME: This Committee shall be called the Energy Industry Committee.

STATUS: The Energy Industry Committee is a standing committee of the Board of Directors. The Energy Industry Committee makes any recommendations directly to the Board of Directors.

MANDATE: To identify key government policies of interest or concern to members of the Association in the energy sector and to oversee and participate in the retention and addition of new members to the Association. Provide guidance and advice to the Board of Directors and Association staff on key energy issues and identify appropriate contacts within government and industry. In addition, from time to time, it may direct staff to provide research on specific matters of public policy of crucial importance to the Association members. The Committee members will offer input for continuous improvement to services offered by the Association. It may be called on to oversee exit interviews for members who have not renewed their membership. It shall also review membership categories and offer recommendations to the Board on membership fees and categories.

MEMBERSHIP: Membership of the Committee shall consist of:

Appointed Members:

- Chair of the Committee (who must be a member of the Board of Directors);
- Up to three other members of the Board of Directors;
- Up to four others from the general membership;

RESOURCES: Member Relations Coordinator

MEETINGS: The Committee shall meet at least three to four times a year, and more often at the call of the Chair.

QUORUM: Fifty per cent plus one shall constitute a quorum.

FUNCTIONS:

1. To identify key government energy policies of interest or concern;
2. To provide guidance and advice to the Board of Directors and staff on energy issues;
3. To identify appropriate contacts within government or industry;
4. Review and recommend services offered to members;
5. Recommend and recruit new members;
6. Review and evaluate an exit surveys of departing members;
7. Provide advice to the Board of Directors on membership initiatives;

8. Provide support to staff.

REPORTING: The Committee shall report to the Board of Directors.

To be submitted to The Board of Directors for Approval: February 27, 2017