

ANREP National Extension Energy Initiative

Membership: Membership in the National Extension Energy Initiative will include leaders and energy experts from Public and Land Grant Universities, Cooperative Extension Professionals, national laboratories, and government from around the country. The majority of Initiative members will belong to the Association of Natural Resources Extension Professionals (ANREP) or other Joint Council of Extension Professionals (JCEP) affiliate associations. Attendees from the first two summits as well as those on the NIFA energy list-serve will be invited to formally join the Energy Initiative. In the future, membership can be selected when registering for the biennial summit.

Objective: The primary objective of the National Extension Energy Initiative is to provide Extension educators professional development opportunities through sharing experiences and information, learning from successes and challenges, and building new partnerships for energy education from all program areas: Family and Consumer Sciences; Agriculture and Natural Resources; 4-H Youth Development; and Community Development.

Activities: The primary activity for the National Extension Energy Initiative is to conduct a biennial National Extension Energy Summit to share energy research, programs, and resources among state Extension energy personnel from all program areas. Other activities include building relationships among stakeholders within the energy sector and building capacity of Extension professionals in energy efficiency and renewable energy.

Governance: Governance of the National Extension Energy Initiative is managed by the Energy Leadership Team, which consists of a Chair, Past Chair, Vice-Chair, Initiative Manager, and Past-Vice Chair. The chairs of the standing committees are encouraged to take part in the Energy Leadership Team meetings as voting members. However, a quorum to pass a vote only requires the Chair, Vice-Chair, and Initiative Manager. The ANREP Treasurer will also serve as an ex officio member. In the event of a tie, the ANREP Treasurer will serve as a tiebreaking vote.

To be eligible for an elected office, an individual must be a member of ANREP. Elected officers will serve as volunteers and are not compensated for fulfilling officer responsibilities. If any officer is unable or failing to fulfill his/her duties, the Energy Leadership Team may take action to nominate a replacement.

- *Chair* – The Chair serves as the leader of the Energy Initiative. He or she is responsible for the affairs of the Initiative, and serves as the primary liaison to the ANREP Board. The Chair will convene the Energy Leadership Team meetings, oversee committee activities, and serve as the primary communicator with partners and the membership. If the Chair is unable to fulfill his/her obligations and duties, the Vice-Chair will act in his/her place. The Chair is elected to a three-year term: two years as Chair and one year as Past-Chair responsible for leading the nominating committee. Each term begins on July 1st of an even year.
- *Vice-Chair* – The Vice-Chair is the primary author of the biennial summit proposal that is voted on and selected by the members of the Energy Initiative. The Vice-Chair is responsible for

leading the Biennial Summit Planning Committee and will recruit members to serve on the Committee. The Vice-Chair will serve a three-year commitment: two years as Vice-Chair responsible for leading the Summit Planning Committee, and one year as Past Vice-Chair responsible for leading the Site Selection Committee. The first term begins on July 1st of an odd year, following the selection of their proposal to host the biennial summit.

- *Initiative Manager* – The Initiative Manager is responsible for communicating budget and finances to the ANREP Treasurer and recording minutes of all Energy Leadership Team meetings and the biennial summit. If this position is not filled, the Chair will assume these responsibilities. The Initiative Manager will serve a two-year term that begins on July 1st of an even year.
- *Previous Past Vice-Chair(s)* – Previous Past Vice-Chairs of the ANREP Energy Initiative will be available for consultation by the Energy Leadership Team. In the event there is a vacant position on the Energy Leadership Team, the immediate Past Vice-Chair will fill that vacancy as a voting member until a replacement is appointed.

Election – The Chair and Initiative Manager will be elected through an electronic vote with one vote per member.

Committees

- *Biennial Summit Planning Committee* – The Biennial Summit Planning Committee will be chaired by the Vice-Chair who is responsible for selecting members to serve on the Committee. The ANREP Treasurer will serve as an ex officio member.
- *Nominating Committee* – The Nominating Committee is chaired by the most immediate Past Chair who will recruit four members of the Initiative to serve on the Committee. The Nominating Committee will present potential candidates for the Chair and Initiative Manager positions to be voted on by the membership via electronic ballot.
- *Site Selection Committee* – The Site Selection Committee is chaired by the most immediate past Vice-Chair who will recruit four members of the Initiative to serve on the Committee. When possible, the Committee will include Previous Past Vice-Chairs. The Committee will solicit proposals to host the next summit from locations that are geographically diverse. The proposals approved by the Site Selection Committee will be sent to all Energy Initiative members for electronic voting following the conclusion of the current Summit.
- *Stakeholder Relations Committee* – This committee will manage relationships with audiences, collaborators, and resource organizations. The Committee will address issues related to non-Summit funding and revenues, partnerships, and program development and delivery, and work to enhance connections with other stakeholders, both public and private, in the energy industry. Stakeholders include but are not limited to: 1) Federal and State agencies, including: USDA, NIFA, APLU, and State public utility commissions; 2) audience organizations, including national

county government organizations and consumer groups; 3) commercial, industrial, professional (finance, legal, engineering, etc.), social, and environmental associations; and, 4) international energy research and education organizations. The ANREP Communications Committee Chair may serve as a liaison member.

- *Professional Development and Educational Resources Committee* – This committee will focus on capacity building in renewable and sustainable energy, including energy conservation and efficiency issues. The primary audience will be Extension professionals, and, indirectly, their various target audiences, including community stakeholders, volunteers, other educators, homeowners, government agencies, businesses (including developers), and youth. The biennial National Extension Energy Summit will serve as a major conduit for this committee to share resources. The ANREP Professional Development Committee Chair may serve as a liaison member.

Financial Management – Initiative leadership or members do not have the authority to make financial or other commitments for ANREP. The Energy Initiative Chair and Initiative Manager will work closely with the ANREP Board to inform them of any activity with financial obligations regarding the Energy Initiative and obtain approval to proceed. The ANREP Board shall:

- Review the proposal selected by the Energy Initiative members, including a detailed budget, and vote to approve the proposal or provide recommendations for revision.
- Negotiate an agreement with the host institution that outlines the scope of work and relieves ANREP of any liability (financial and personal) related to the event. When applicable, event insurance may be required.
- The National Extension Energy Initiative hopes to gradually increase revenue from the Summit and other events to create a revolving fund to pay for the next conference. This fund will also serve as a means of insurance for the Energy Initiative to cover unexpected financial losses incurred from the Biennial Summit and/or other events.
- In 2019, the ANREP Board and Energy Leadership Team will determine if a fee based on a percent of revenue is necessary to help cover the cost of managing the financial accounts associated with the Energy Initiative.

Biennial Summit – The National Extension Energy Summit will be held every two years, during odd-numbered years. The purpose of the Summit is to share energy research, programs, and resources among state Extension energy personnel from all program areas for the benefit of Extension energy programming across the country.

- *Site Selection* – The Site Selection Committee will prepare and distribute a Request for Proposals (RFP) prior to the date of the Summit, so that potential sites can be discussed at the Summit. The proposals will be reviewed by the Site Selection Committee based upon:
 - Adequacy of facilities
 - Support from the host state Extension organization
 - Proposed dates

- Financial feasibility and detailed budget
- Opportunities to learn about unique energy projects and programs in the area
- Diversity of locations over time
- Commitment to the mission of the Biennial Summit
- Outline plans for legal/financial risk management

The proposals that meet the minimum requirements as determined by the Site Selection Committee will be sent to all Energy Initiative members for electronic voting at or following the conclusion of the current Summit.

Date approved: 2015-07-28