

Pennsylvania Chapter – Energy Services Coalition

Committee Responsibilities

NOTE: The Following Committee responsibilities are guidelines only. Committee members may include/omit task that pertain to the mission of the **ESC PA Chapter**

Membership Committee

1. Recruit members for the State Chapter
 - a. Any person joining the ESC are members of their respective state's chapter
2. Gather contact information of interested persons (e.g., attendee lists from conferences and other events attended by chapter members) and e-mail this contact information to the national ESC

Outreach Committee

1. Identify organizations whose members would benefit from learning about performance contracting; arrange to have articles in newsletters and ESC speakers at their meeting
2. Work with National ESC to prepare and submit news releases describing ESC state chapter's achievements
3. Prepare and keep a calendar of upcoming state chapter events
4. Prepare articles on state chapter events that have occurred (with pictures if possible)
5. Submit calendar and articles to the National ESC for posting on the ESC web site

Workshops Committee

1. Hold performance contracting workshops each year
 - a. Coordinate workshop logistics with the National ESC
 - b. National ESC can provide attendee registration through the ESC web site

State-Specific Documents Committee

1. Prepare a short summary of the laws/rules relating to performance contracting in the state
 - a. Cover each vertical market in the state
 - b. Include contacts and web links for additional information on rules applying to each vertical market
 - c. An ESC template is available

2. Prepare a state-specific guide to performance contracting based on ESC template
3. If necessary, prepare state-specific versions of ESC procurement and contracting documents
 - a. Start with ESC template documents
 - b. Where possible, suggest improvements to national documents so they can be tailored to meet both state-specific and national needs
4. Prepare quarterly and annual summaries of new performance contracting projects in the state
 - a. Project address, contact information, square feet, expected energy savings
 - b. Submit to the State Chapter Outreach Committee and the National ESC so they can work together to promote recognition
5. Submit prepared documents to the national ESC Documents Committee for review, approval, and inclusion on the ESC web site

Resource Committee

1. Work with Co-Chairs to design topic meetings.
2. Develop member interaction to educate all performance contract entities to “Best Practices”
3. Develop an agenda to coordinate interaction and information exchanges between all performance contracting participants
 - Customers – public and private
 - ESCOs and SESCOs
 - Sub contractors
 - Customer Advocates
 - Utilities
 - Financial Entities
 - Manufacturers
 - Distributors
4. Promote advancement of processes and procedures.
5. Provide updates of new:
 - Laws or Acts
 - Resources
 - Technology