



RESIDENTIAL ADVISORY COMMITTEE CHARTER

Review process:



HISTORY			
Source	Date	Action/Notes	Next Review Date
Board	December, 2015	Approved	2020
RAC	Q1, 2018	Approved	2019
Governance Committee	November 3, 2015	Recommended Board approval.	2020
Executive Committee	November 19, 2015	Recommended Board approval.	Q2 2020
Board Decision	December 3, 2015	Board approval.	Q2 2020

Purpose

The purpose of the Residential Advisory Committee (Advisory Committee) is to provide NEEA with broad based advice, experience and feedback. This guidance will be used to influence NEEA’s work toward achievement of the organization’s strategic goals, priorities and objectives. Advisory Committees provide stakeholders the opportunity to give meaningful input into the design and implementation of NEEA programs.

This Advisory Committee is a management advisory committee, providing support to the work of NEEA managers and other staff in its program development and implementation responsibilities. As such, it ultimately reports to NEEA’s Executive Director.

Responsibilities

1. Review sector operations plan and budget on an annual basis.
2. Advise NEEA sector strategies, including future direction of program development and yearly implementation activity.
3. Share experiences and advance understanding of how NEEA and utilities/public benefits administrators and key stakeholders best work together to leverage resources and results.
4. Inform the member’s organization on NEEA sector strategies.
5. Review NEEA programs and provide recommendations to RPAC prior to an RPAC full consent vote.
6. Inform and coordinate with RPAC representative in advance of an RPAC Portfolio-Consent Vote on NEEA programs.
7. Provide a forum for information exchange within the region on sector program activities and interests, and opportunities for collaboration.
8. Develop an annual work plan.

Membership

The Executive Director will delegate the option to appoint a member to any Advisory Committee to each direct funder. In addition, the Executive Director may appoint member(s), such as **Indirect Funder**, Northwest Power and Conservation Council staff, public utility commission staff, and state energy office staff.

Open Meetings and Closed Sessions

All Advisory Committee meetings shall be open to in-person participation by members of the public. With the exception of sensitive information not appropriate for public dissemination, meeting materials (including but not limited to meeting packets, slide presentations and summary notes) will be posted for public access. A closed session for part or all of any Advisory Committee meeting may be called at any time to discuss sensitive information such as competitive or proprietary information that should not be publically shared. Any member of the Advisory Committee can request a closed session.

Meeting Schedule

This Advisory Committee will meet on a quarterly basis, and conduct additional meetings and/or webinars as needed.

Shared Commitment

Advisory Committee members and NEEA Staff share a commitment to communicate and coordinate with the intent of operating with no surprises.

Review schedule:

The Board will review this charter during the first year of the funding cycle, or at other times as needed.