

Suggested Responsibilities for ESC State Chapter Committees



Membership Committee Responsibilities

- **Recruit members for the ESC state chapter**
 - Any person joining the ESC are members of their respective state's ESC chapter
- **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 Responsibilities

- Identify organizations whose members would benefit from learning about performance contracting; arrange to have articles in newsletters and ESC speakers at their meetings



Outreach Committee Responsibilities

- Work with National ESC to prepare and submit news releases describing ESC state chapter's achievements
- Prepare and keep a calendar of upcoming state chapter events



Outreach Committee Responsibilities

- Prepare articles on state chapter events that have occurred (with pictures if possible)
- Submit calendar and articles to the National ESC for posting on the ESC web site



Workshops Committee Responsibilities

- Hold performance contracting workshop(s) each year
 - Coordinate workshop logistics with the National ESC
 - National ESC can provide attendee registration through the ESC web site



State-Specific Documents Committee Responsibilities

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



State-Specific Documents Committee Responsibilities

- If necessary, prepare state-specific versions of ESC procurement and contracting documents
 - Start with ESC template documents
 - Where possible, suggest improvements to national documents so they can be tailored to meet both state-specific and national needs



State-Specific Documents Committee Responsibilities

- Prepare quarterly and annual summaries of new performance contracting projects in the state
 - Project address, contact information, square feet, expected energy savings
 - Submit to the State Chapter Outreach Committee and the National ESC so they can work together to promote recognition



State-Specific Documents Committee Responsibilities

- Submit prepared documents to the national ESC Documents Committee for review, approval, and inclusion on the ESC web site

