



NATIONAL ENERGY & UTILITY AFFORDABILITY COALITION

Link to actual form: <https://www.surveymonkey.com/r/WGSSRBF>

2020 Call for Nominations: NEUAC Governing Board

(due no later than 11:59pm EDT 4/24/20)

Please complete the following questions to the best of your ability.

Requirements for nominations:

- Nominees must be NEUAC members in good standing
 - (language from bylaws)
- Nominees must be a representative of a nonprofit/government organization, or a utility
- All nominations must be received **by the deadline**, no exceptions
- If elected, board members will adhere to the policies put forth in the Annual Agreement (link)

Questions marked with an [*] are required; others are optional.

1. * Is the organization nominated a member of NEUAC? Please note that only members in good standing can participate in this process.
 - a. Yes
 - b. No
2. * Organization nominated:
3. * Organization's designated representative:
4. If you are nominating an organization other than your own, is that organization aware and supportive of nomination to the NEUAC Governing Board?
 - a. Yes
 - b. No
 - c. Not sure
 - d. Other (please specify)
5. * Board Member Category (select one):
 - a. Nonprofit Organization
 - b. Local or State Governmental Organization
 - c. Tribal Organization
 - d. Utility Organization



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6. For nonprofit organizations, please tell us the mission of the organization, the programs that the organization executes, and the geographic area in which the organization serves.
7. For utilities, please tell us the commodity delivered to customers, the utility's service territory, and if the utility is a regulated utility, a municipal or other governmental entity, rural electric cooperative, or other type of utility.
8. For local or state governmental organizations, please tell us the state or local office that is considering joining the NEUAC board, and the primary focus of work for that office.
9. * Please tell us why the organization wishes to serve on the NEUAC Governance Board of Directors. Include the background, skills, and experience that the organization's representative will bring to the Board.
10. * Will the organization cover the expenses for a minimum of two of NEUAC's four annual board meetings and the annual conference?
 - a. Yes
 - b. No
11. * Does the designated representative commit to active participation on one or more board committees?
 - a. Yes
 - b. No
12. Please provide the nominee's designated representative contact information:
 - a. Name
 - b. Address
 - c. City/Town
 - d. State/Province
 - e. ZIP/Postal Code
 - f. Website
 - g. Email Address
 - h. Phone Number

13. * Submitted by:

14. * Submitted by (email address):

Email text:



NATIONAL ENERGY & UTILITY AFFORDABILITY COALITION

NEUAC is seeking leaders in energy and utility affordability for positions on its Governance Board

DUE April 24, 2020 at 5pm EST

The National Energy and Utility Affordability Coalition (NEUAC) is now accepting nominations for members of the Governance Board of Directors.

NEUAC strives to maintain a Governance Board of Directors with diverse talents, representative organizations, and geographic representation to help us support the goal of home energy affordability for limited-income households. Board members are actively involved in determining the direction and policy of NEUAC and in securing resources to accomplish our mission.

Board terms are for three years. Board meetings are held four times a year in various locations around the country. Board members are required to serve on one or more committees. Members of the Governance Board are required to attend a minimum of two Board meetings in person annually and may attend other meetings by teleconference.

Board members must be members of NEUAC and their membership dues must be current at the time ballots are submitted to the full membership for vote. Please note organizations rather than individuals hold board seats. Utilities and nonprofits are eligible according to the definitions below. The organization names its representative to sit on the board. Please check our website for the [current member roster](#). If you are not on this list, and suspect you should be, please feel free to reach out to [Erica Lambert](#). Keep in mind that NEUAC membership dues are good for one calendar year.

Utilities are defined as entities that deliver energy, water, or fuel services to its customer base.

Nonprofits are defined as organizations who are designated as nonprofit and working in the energy/utility assistance space, government entities providing energy/utility assistance services, or tribal organizations.

If you or your organization would like to be considered for Governance Board membership or you wish to nominate another organization, please complete the [nomination form](#).

Good luck to all nominees and thank you for your interest in leadership in NEUAC!

Current Advisory Board Members – invitation to extend another year

Good afternoon, thank you for participating on the NEUAC Advisory Board over the past year. At the upcoming summer board meeting on June 30, the governance board will vote on the slate of members for the next year's advisory board.

As a reminder, there are two requirements for advisory board members:

- **Board meeting attendance:** advisory board members **must attend one board meeting in person per year**. Due to the pandemic, the June and September meetings are currently slated for a virtual format and we are counting phone/web participation as in-person for at least these two meetings
- **Board committee participation:** advisory board members **must participate on at least one board committee**. Committee descriptions are attached as a reminder.

Please **reply to this email if you are interested in continuing** on the NEUAC Advisory Board for the next year. Let me know if you have any questions.

Thanks!

Not elected to Governance Board – invitation to spend a year on Advisory

Good afternoon, thank you for your interest in the NEUAC Governance Board. Your organization was not selected to participate as a governance board member for this year. However, you are welcome to participate on the Advisory Board.

NEUAC Advisory Board members are able to participate in all board meetings and serve on committees, but are not able to vote on official business at board meetings.

There are two participation requirements for Advisory Board members:

- You must attend at least one board meeting per year in person. However, due to the pandemic, the next two scheduled meetings are virtual and phone/web attendance will be counted as in-person.
- You must participate on one board committee, with full voting rights in committee. Please see attached for committee descriptions.

Please reply to this email if you are interested in participating on the Advisory Board for the 2020-2021 year. The Governance Board will vote on the slate of Advisory Board nominees at the upcoming summer board meeting on June 30.

Let me know if you have any questions. Thanks again!

NEUAC Job Descriptions for Governance Board Officers

President:

The Board President shall, if present, preside at all meetings of the Board and the Executive Committee, act as a liaison between the Board and the Executive Director to help ensure the Board's directives and resolutions are carried out, and exercise and perform such other powers and duties as may be from time to time prescribed by the Board. It is recommended that the Board President will have one three-year term of experience on the Governance Board of Directors prior to assuming the role, or equivalent experience with the organization.

More specifically, the President shall be responsible for:

- Performing administrative functions for the organization including, but not limited to, signing the annual IRS Form 990 and serving as a signatory on all bank accounts
- Presiding over the Annual Membership Meeting for the organization
- Leading the annual performance review of the Executive Director
- Leading efforts to recruit a new Executive Director in the event of a vacancy, including forming a committee to find a replacement
- Leading the Board and Executive Committee to approve policies to ensure sound and compliant governance, and carry out those functions
- Partnering with the Board and Executive Director to lead the development and refinement of impact metrics
- Approving the appointed committee chairs
- Communicating with Board members who are not meeting their requirements
- Assuring recruitment, development, and contributions of Board members
- Partnering with the Executive Director to help ensure the Board's directives, policies, and resolutions are carried out
- Working with the Executive Director in cultivating and soliciting donations and recruiting members in conjunction with the chairs of the relevant board committee(s)
- Working with the Executive Director to set priorities and create agendas for meetings of the Board and Executive Committee
- Presiding over meetings of the Board and Executive Committee
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

1st Vice President

The 1st Vice President shall assist the President in all functions as necessary. He/she shall also exercise and perform such other powers and duties as may be from time to time prescribed by the Board and/or Executive Committee. It is recommended that the 1st Vice President will have one year of experience on the Governance Board of Directors prior to assuming the role, or equivalent experience with the organization.

More specifically, the 1st Vice President shall be responsible for:

- Assuming the duties of the President in his/her absence
- Participating on Executive Committee & supporting its activities
- Assisting with the annual performance review of the Executive Director
- Assisting with efforts to recruit a new Executive Director in the event of a vacancy
- Assisting with recruitment, development, and contributions of Board members
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

2nd Vice President

The 2nd Vice President shall assist the President and/or 1st Vice President in all functions as necessary. He/she shall also exercise and perform such other powers and duties as may be from time to time prescribed by the Board and/or Executive Committee. It is recommended that the 2nd Vice President will have one year of experience on the Governance Board of Directors prior to assuming the role, or equivalent experience with the organization.

More specifically, the 2nd Vice President shall be responsible for:

- Assuming the duties of the President in the absence of the President and 1st Vice President
- Participating on Executive Committee & supporting its activities
- Assisting with the annual performance review of the Executive Director
- Assisting with efforts to recruit a new Executive Director in the event of a vacancy
- Assisting with recruitment, development, and contributions of Board members
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

Secretary

The Secretary is primarily tasked with record-keeping at NEUAC Governance Board meetings and Executive Committee meetings. He/she will also work with NEUAC staff and the Board President to track attendance at those meetings and notifying board members of non-compliance. He/she shall also exercise and perform such other powers and duties as may be from time to time prescribed by the Board and/or Executive Committee. It is recommended that the Secretary will have one year of experience on the Governance Board of Directors prior to assuming the role, or equivalent experience with the organization.

Additional duties include but are not limited to:

- Participating on Executive Committee & supporting its activities
- Assisting with the annual performance review of the Executive Director

- Assisting with efforts to recruit a new Executive Director in the event of a vacancy
- Assisting with recruitment, development, and contributions of Board members
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

Treasurer

The Treasurer shall be responsible for primary financial oversight of NEUAC and be custodian of the fund(s). He/she shall work closely with NEUAC staff to ensure that payments are made in accordance with the budget and full and accurate accounts are kept, and shall present financial statements at the Governance Board meetings. He or she shall present the annual budget to the Governance Board for its approval at the Annual Meeting.

He or she also is responsible for presenting the long-range financial plan for NEUAC. He or she shall work closely with the NEUAC staff to ensure timely preparation of the records for audit and will present the audit results to the Governance Board.

Additional duties include but are not limited to:

- Serving as Chair of the Finance and Audit Committee
- Participating on Executive Committee & supporting its activities
- Assisting with the annual performance review of the Executive Director
- Assisting with efforts to recruit a new Executive Director in the event of a vacancy
- Assisting with recruitment, development, and contributions of Board members
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

Past President

The Past President serves on the Executive Committee in an advisory capacity, but does not vote in proceedings. He/she brings their expertise and past experience to the role.

Additional duties include but are not limited to:

- Participating on Executive Committee & supporting its activities
- Assisting with the annual performance review of the Executive Director
- Assisting with efforts to recruit a new Executive Director in the event of a vacancy
- Assisting with recruitment, development, and contributions of Board members
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

Parliamentarian

The Parliamentarian shall not be a Governance Board member, but may serve on the Advisory or Ex-Officio boards. He/she is tasked with advising the NEUAC Governance

Board and Executive Committee on rules of order for meetings. They are responsible for assisting with the drafting and interpretation of bylaws for the organization and rules of order for the organization's meetings. The Parliamentarian will also participate on the Nominations and Credentials and Elections Committees.

Additional duties include but are not limited to:

- Assisting with recruitment, development, and contributions of Board members
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders

Good morning,

Nominations are open for the NEUAC Governance Board officer positions. Attached please find the governance board roster for 2021-2022 so you can see who is eligible to be nominated.

Individuals and individual representatives of NEUAC member organizations who have completed at least one year of service on the Governance Board in the past five years are eligible for an officer position. Nominees also should have met and be in no jeopardy of meeting their current obligations to the NEUAC board (attendance, participation requirements per the bylaws), when applicable.

You may nominate yourself or someone else for an officer position here: <https://www.surveymonkey.com/r/83ZK9FF>

This survey will remain open until XXXX, June XX at 11:59 p.m. ET. Next week, there will be an election for these positions.

For reference, these are the positions available. If the incumbent has indicated interest in continuing in their position for a second year, I have listed their name below and on the survey.

President – incumbent, Saunteel Jenkins, THAW Fund
1st Vice President – incumbent, Rhonda Harper, Citizens Energy Group
2nd Vice President – incumbent, Kim Campbell, TXU/Vistra Energy
Treasurer – incumbent, Mary Wilkins, Salvation Army Central Territory
Secretary – open position

The ballot must be opened and completed in one transaction to avoid duplication. Only the designated representative for the NEUAC member organization may submit the ballot. Let me know if you have any questions.

Erica Lambert

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Information in this email may contain sensitive information and should not be shared with outside sources without permission from the sender.

Nominations must be submitted by XXXX, June XX at 11:59 p.m. ET
Where an incumbent is listed, that individual is interested in continuing in their position for a second year.

Question Title

1. President - Incumbent: Saunteel Jenkins, THAW, MI

Question Title

2. 1st Vice President. Incumbent: Rhonda Harper, Citizens Energy, IN

Question Title

3. 2nd Vice President. Incumbent: Kim Campbell, Vistra Corp, TX

Question Title

4. Secretary

Question Title

5. Treasurer. Incumbent: Mary Wilkins, Salvation Army, MI

Question Title

***6. Enter your organization name**

Question Title

***7. Enter your first and last name.**

Submit to complete your nomination(s), thank you!