

Roles + Responsibilities

Executive Planning Committee (EPC)

The objective of the Executive Planning Committee is to have senior personnel of WEI membership assist WEI in planning the Spring Energy Symposium and the Operations Conference. The EPC builds on the direction provided by the board committees.

The EPC is made up of senior executives (typically Directors) from each member energy company, representing the four business sections: Gas Operations, Electric Operations, Corporate Services and Customer Connections. Throughout the planning, the EPC always keeps in mind the need to balance interests pertaining to Electric vs. Gas, Public vs. Private, Canadian vs. US, and Northwest vs. Southwest. As a valued integral part of the energy industry, the EPC engages the Service Company members as liaisons to enhance the overall planning and program implementation.

The Role:

- The Executive Planning Committee is tasked with:
- Prioritize the topics and issues
- Establish tracks or workshops
- Provide key individuals for populating the Program Development Teams and leadership
- Identify target audiences for the programs
- Provide guidance to the PDTs
- Ensure the Board Committees' expectations are met
- Ensure the theme is integrated throughout the programs
- To promote the program within their own company for attending
- At the conclusion of the two conferences give feedback on the success of the programs.

The Benefits:

You'll be in the position to influence WEI's program contents to be consistent with your company's learning and leadership development needs and create meaningful opportunities to advance the energy industry. In that process, you'll have the opportunity to:

- Network with industry colleagues
- Increase your visibility within the energy industry
- Fill leadership roles with high-potential employees on the Program Development Teams
- Assist in the development of meaningful programs
- Share your knowledge and experiences in order to impact the growth and development of future leaders

The Commitment:

- Term - appointed until your company assigns a replacement contact
- Attend the May Executive Planning Committee Meeting in Portland, Oregon
- Attend the August Planning Meeting for applicable conference (Spring Energy Symposium or Operations Conference)
- Attend the applicable conference (Spring Energy Symposium or Operations Conference)

Program Development Team (PDT)

The Role:

Program Development Team Member

As a member you will participate in the planning, coordination, and delivery of a focused Western Energy Institute meeting. You'll be called upon to define topics and identify presenters while building a solutions-oriented program.

The Benefits

Your involvement will ensure valuable industry-oriented discussions in a supportive and collaborative environment. Through this process you'll have the opportunity to:

- Increase your visibility through networking by establishing relationships with industry peers and senior leaders
- Discuss industry issues, emerging technologies and trends
- Develop focused agendas
- Build presentation skills
- Experience personal and professional growth

The Commitment

- Attendance (may include travel)
 - Meeting
- Planning Sessions (via regularly scheduled conference calls)
- August Planning Meeting*

Responsibilities

- Implement the objectives of the meeting
- Assist in defining the target audience and encourage participation
- Develop and coordinate session(s) including defining topic(s)
- Invite presenters and provide contact information to WEI

* Specific to Spring Energy Symposium and Operations Conference only

The Role:

Program Development Team Chair

As Program Development Team Chair, your role is to lead in the planning process, coordination, and delivery of a focused WEI meeting while working closely with WEI staff and the Executive Planning Committee. You will network with industry peers to determine meeting objectives and goals.

The Benefits

You'll be in the unique position to create and implement solutions-oriented programs. In that process you'll have the opportunity to:

- Establish relationships with industry peers and senior industry leaders
- Gain exposure to new technologies and emerging industry trends
- Enhance leadership skills
- Expand industry knowledge
- Experience personal and professional growth
- Hone project management skills

The Commitment

- Attendance (may include travel)
 - Meeting
- Planning Sessions (via regularly scheduled conference calls)
- August Planning Meeting*

Responsibilities

- Facilitate program objectives as directed by EPC and Board Committees
- Develop an agenda with input from Program Development Team members and past delegates
- Assist in identifying additional Program Development Team Members as needed
- Provide focus and direction as a facilitator of the meeting
- Encourage participation
- Assist in defining the target audience

*Specific to Spring Energy Symposium and Operations Conference only

The Role:

Program Development Team Mentor

Mentors provide guidance to meeting chairs and Program Development Teams to serve as a resource for external contacts. As a role model, mentors are called upon to provide leadership, vision and motivation in the preparation and planning of Western Energy Institute programs. In addition, mentors are asked to help ensure the meeting meets the needs of the direction as given by the Board of Directors.

The Benefits

- Network with senior industry leaders
- Increase your visibility within the energy industry
- Assist in the development of meaningful programs
- Share your knowledge and experiences in order to impact the growth and development of future leaders

The Commitment

- Attendance (may include travel):
 - Meeting to support the chair
- Ongoing Program Development Team meetings (via regularly scheduled conference calls)
- August Planning Meeting*

Responsibilities

- Provide leadership and guidance to program chair
- Help assist in identifying industry contacts and resources
- Assist in defining target audiences

* Specific to Spring Energy Symposium and Operations Conference only