

Approved 2/15/05

National Association of State Energy Officials

Job Description

Executive Committee

Accountable to the board of directors, the executive committee of the National Association of State Energy Officials coordinates the work of the board of directors, recommends actions for approval by the full board and acts on behalf of the board under certain circumstances.

Responsibilities

1. Ensures effective and clear delegation of responsibilities from the board to the executive director.
2. Evaluates the executive director and determines the executive's compensation.
3. Recommends revisions to the executive director's duties.
4. Determines the board's agenda.
5. Addresses specific questions and matters referred to it by the board of directors.
6. Addresses issues that require preliminary discussion and refinement prior to board consideration.
7. Acts on behalf of the board on routine matters that arise between regular board meetings and in urgent situations that cannot wait for the next full board meeting.
8. Provides regular, thorough and timely reports of its actions to the board of directors.