

Resources Available to the Chapters from USAEE

The national organization offers the local chapters several types of services that can be of help to them with their programs and events. These are described below. In each case, it is up to the local chapters to tap into these resources where they can be of help. Dave Williams, Executive Director of USAEE, and Lori Smith Schell, VP for Chapter Liaison, are the initial people to contact to take advantage of one or more of these resources, but in many cases others will be involved as well.

1. Members of the USAEE Governing Council

The USAEE governing council exists to serve the membership of the association, including its individual chapters. Several of the officers of the association can assist local chapters. These include the following:

- a. *Vice President for Chapter Liaison.* This officer is directly responsible for building and strengthening chapters and is a first line of contact for any chapter President. The VP for Chapter Liaison also may provide a useful conduit to other members of the USAEE Council including the President of the organization.
- b. *Vice President for Communications.* The VP for Communications is interested in gaining publicity for the organization and in publicly identifying it as a leading source of unbiased information on energy matters. Chapters seeking to publicize their activities or otherwise communicate with wider audiences may find it useful to work with the VP for Communications to obtain suggestions, feedback and possible assistance.
- c. *Vice President for Academic Affairs.* This VP seeks to engage university students and faculty in USAEE to the maximum extent possible. Local chapters seeking to enhance their contacts with the local academic community or to strengthen student programs may be able to facilitate these efforts by working with the VP for Academic Affairs. This person is likely to have academic contacts in the chapter's local area and experience with student activities.
- d. *Vice President for Conferences.* The VP for Conferences helps to shape USAEE's annual conferences and to assure that they are well planned and executed. As such, this officer will be receptive to ideas and suggestions from the chapters, whose members comprise an important component of annual meeting attendance. This officer also may have useful insights if a chapter sets about sponsoring or co-sponsoring a conference of its own.
- e. *President of USAEE.* Normally the President will delegate chapter responsibility to the VP for Chapter Liaison, but most Presidents will be sensitive to the challenges facing the chapters and willing for USAEE to help them overcome these. The President sets the agenda for Council

meetings and presides over them, and therefore is a key person if a chapter wishes to raise an item with the Council for discussion and resolution.

2. Executive Director of USAEE

The Executive Director (ED) heads up the association's staff and provides day to day support to USAEE. Chapters wishing to work with USAEE on a particular matter will want to establish contact with the ED and keep that person informed of developments. If for example a chapter is working with one of the USAEE vice presidents, it is likely that the ED will be asked to implement whatever actions the association agrees to take. Further, the ED is directly responsible for maintaining the USAEE web presence, and chapters using the USAEE webpage to post their activities or for other purposes will need to work with the ED to do so.

3. USAEE Website

The USAEE website offers a useful resource for the chapters to exploit. This can take several forms.

- a. A possible location for a chapter website. Some USAEE chapters have their own websites, but if a chapter wishes it can use the national organization's website to set up its own. A chapter wishing to do so should work with the ED to set this up. To access the existing chapter web pages please visit <http://www.usaee.org/chapters.html>
- b. If a chapter uses the USAEE website to set up its own, it can include:
 - i. A list of the chapter's officers
 - ii. Contact information for the chapter's members
 - iii. Contact information for the chapter itself
 - iv. A chapter newsletter
 - v. A list of coming events such as talks, conferences, etc.
 - vi. Past presentations

When this is the case, information must be provided to the ED in order to be posted on the chapter website.
- c. If a chapter has its own website, it can set up links within the national website to its home page and to its newsletter.
- d. The USAEE website lists contact information for every USAEE member. It can be sorted by state so that a chapter can obtain contact information for all USAEE members living in its immediate area.
- e. The USAEE website lists activities and officers for all of its chapters. This offers a way for a chapter to keep up with what other chapters are doing and facilitate contact with other chapters when there may be matters of mutual interest.
- f. The USAEE website contains information on how to set up a new chapter, and informal guidance about how to do that and maintain a vibrant chapter over time. This information is available to anyone wishing to form a new

chapter or to resurrect a chapter that has become moribund. To view this information please visit <http://www.usaee.org/startchapter.html>

4. Chapter Development Program

The USAEE offers chapters assistance for purposes of bringing in speakers or organizing local conferences. This assistance takes two forms – financial and organizational. USAEE may cover travel expenses that are not met by attendance fees up to \$300 for an individual speaker and \$1000 for those addressing a half-day conference. Also, where a chapter desires to stage an event larger than a single speaker-luncheon (e.g., a half day program) but is unable to organize it on its own or wishes assistance in attracting speakers, the USAEE is prepared to use its offices to assist.

5. Student Support

- a. The national organization offers support to students attending the national conference in the form of registration scholarships. Chapters with active student programs can steer their student members to apply for one of these scholarships.
- b. The national organization also offers annual prizes to students in a nationwide best paper competition. Chapter student members can take advantage of this competition to write a paper that may be suitable for publication in *Dialogue*, the *Energy Journal* or elsewhere and receive a prize as well.

6. Exchange of mailing lists

Some chapters have given contact information for their members to the national organization in exchange for contact information for all USAEE members living in the vicinity of that chapter. The idea has been for both the local chapter and the national organization to seek broader membership for their respective groups.

Key contacts for USAEE's chapters:

Vice President for Chapter Liaison: Lori Smith Schell (lschell@empoweredenergy.com)

Vice President for Communication: Jonathon Story (Jonathon.story@chevron.com)

Vice President for Academic Affairs: Frederick Joutz (bmark@gwu.edu)

Vice President for Conferences: Peter Hartley (Hartley@rice.edu)

Executive Director: David Williams (usaee@usaee.org)