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