



Chair Role

October 22, 2020

Charles Faust
MIC Chair

Chair's Role → General

In accordance with the committee's charter:

- Appointed by parent committee or Board of Directors
- Manage the committee and its meetings
 - Assign scribe, minutes, & decisions
- Appoints steering committee
 - Agenda, action items, or Proposals
- Establish subcommittees, work groups, or task forces
 - Carries out duties & responsibilities within the scope of the committee in accordance with charter

Chair's Role → Responsibilities

1. Accountable for the operation of the committee—charter
2. Lead the committee and work with Members
3. Conduct meetings in an orderly and timely fashion,
 - Guide discussions, manage the agenda, and keep on track
4. Responsible for ensuring activities are moving forward
5. Be neutral and seek to ensure all ideas are heard
6. Working together—work to bring forth all ideas
7. Seek to find compromises

Chair's Role → Responsibilities

8. Provide a high-level view: Work toward results
9. Ensure voting is carried out appropriately
 - e.g., quorum, vote is properly addressed, and all are heard
10. Give updates and reports to the parent committee
11. Meet with committee leadership as needed to find and fix potential issues
12. Can create subcommittees and assign tasks, and track progress
 - Work with committee to coordinate, establish deadlines, and provide feedback for presentations

Representatives

- **Chair**
 - Will manage the committee and its meetings
- **Vice chair**
 - Will perform the duties of the chair in the chair's absence or in the case of a vacancy in the office of chair
- **Liaison**
 - Assists the chair, vice chair, and committee
- **Administrative Services**
 - Assists the committee as needed

Areas of Focus

1. Lead the Committee
2. Guide the Committee
3. Planning Meetings and Work
4. Develop the Agenda
5. Coordinate Presentations
6. Facilitate Meetings
7. Facilitate Decisions
8. Coordinate Efforts
9. Assign Tasks
10. Report Out

1. Lead the Committee

- Charter: Following the committee charter
- Tasks: Planning and assigning tasks to meet charter responsibilities
- Three-Year Work Plan: Developing the annual three-year work plan and focusing committee activities on those plans, and
- WECC Bylaws and policies: Ensure they are followed
- Liaison assists by—
 - Knowing committee charter, three-year work plan, and WECC Bylaws and policies
 - Understanding the purpose and unique role of the committee and how it supports WECC's mission

2. Guide the Committee

- Establish, maintain, and guide the committee
 - Work with prior chairs
 - Work with the WECC liaison
 - Maintain relationship with committee members
- Liaison assists by—
 - Participating in technical discussions
 - Providing internal feedback on committee activities
 - Accessing additional resources as needed

3. Planning Meetings and Work

- Plan committee meetings and work with the staff liaison and administrative support to notify members of the date, time, and location of each meeting
- Liaison and administrative support assist by—
 - Securing meeting space and notifying members of the date, time, and location of each meeting

4. Develop the Agenda

- Develop the meeting agenda with committee leadership to produce meaningful results
- Invite presenters and provide agenda content and review with liaison to prepare for meeting
 - Review presentations for appropriate level of detail for committee meetings
- Review minutes and charter
- Liaison assists by—
 - Providing agenda content and reviewing with chair to prepare for meeting
 - Reviewing meeting material for content and CEII, and approve postings
 - Working with administrative services to create and post agenda
 - Reviewing minutes and charter

5. Coordinate Presentations

- Work with committee leadership to coordinate presentations by—
 - Establishing deadlines for submission; and
 - Reviewing and providing feedback or adjustments before meetings
- Liaison assists by—
 - Reminding committee leadership of established deadlines
 - Helping presenters create presentations
 - Ensuring approval items are posted by time requirements in committee charter

6. Facilitate Meetings

- Call meeting to order, guide discussions, and manage the agenda
 - Manage conflicts and manage meeting time
- If applicable, manage closed and WIDSA sessions, ensuring only those eligible attend
- Liaison assists by—
 - Helping facilitate meeting, reading the antitrust and pre-meeting statements, and helping maintain group professionalism
 - If applicable, helping manage closed and WIDSA sessions, ensuring only those eligible attend

7. Facilitate Decisions

- Use Robert's Rules of Order to manage the flow of business and decision making
- Conduct votes and ensure that everyone is clear on the decisions being made, according to committee charter
- Liaison assists by—
 - Understanding Robert's Rules of Order to help chair manage the meeting
 - Help chair and administrative services conduct votes

8. Coordinate Efforts

- Meet with committee leadership as needed to find and fix potential conflicts and issues
- Identify opportunities to collaborate with other committees and get the right people involved in the work
- Maintain relationship with liaison and committee members, recruit future chairs, and attend the committee leadership training
- Liaison assists by—
 - Helping identify opportunities to collaborate with other committees and getting the right people involved in the work
 - Managing relationship with chair and committee members, helping recruit and train new chairs

9. Assign Tasks

- Assign tasks to committee members and track their progress
- Ensure activities align with the charter and work plan
- Assign and assist in completing action items
- Review work products
- Liaison assists by—
 - Capturing and completing action items
 - Participating in creating work products and tracking schedules
 - Understanding and sharing the purpose of the committee, how it fits into WECC's mission, and its unique role

10. Report Out

- Give updates and reports to the parent committee
- Work with sub-group leaders to ensure they have the resources needed to accomplish the assigned work
- Liaison assists by —
 - Internally communicating approval, collaboration, and completed items with related committees
 - Helping ensure sub-groups have resources needed to accomplish the assigned work



WECC

Electric Reliability and Security for the West

Contact:

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