



Michigan Energy Workforce Development Consortium CHARTER

BACKGROUND

Since November 2008, DTE Energy, Consumers Energy, utility municipalities and co-ops, the Utility Workers Union of America, AFL-CIO, the International Brotherhood of Electrical Workers, Michigan Community Colleges, local Michigan Works! Agencies, the Michigan Workforce Development Agency, and other relevant partners have worked together to create the Michigan Energy Workforce Development Consortium (MEWDC) with an aim to develop solutions to looming skilled worker shortages in Michigan's energy utility industry.

MISSION

To identify and act on current and future workforce issues that are crucial to building and sustaining Michigan's energy industry. The goals of the MEWDC are to:

- Attract, retrain and retain a qualified and diverse talent pool for Michigan's energy industry.
- Identify specific workforce needs of Michigan's energy industry including specific skill sets resulting from projected growth and attrition.
- Meet the needs of employers in Michigan's energy industry.
- Align education and training resources across the State of Michigan to assist Michigan's energy industry.
- Raise awareness of the energy industry and promote the value of the consortium by communicating with and recruiting support from key decision makers in Michigan.

SCOPE

The MEWDC focuses on energy workforce development issues and solutions.

PRIMARY OBJECTIVES

Career Awareness: Create awareness among targeted populations of the critical need for a skilled energy workforce and the opportunities for education that can lead to entry-level employment.

Education: Implement clearly defined education solutions that link industry recognized competencies and credentials to employment opportunities and advancement in the energy industry.

STRUCTURE AND GOVERNANCE

The MEWDC is governed by an Executive Committee established to provide structure and consistency to the efforts of the Consortium. Executive Committee members are appointed to represent their organization's interests in the Consortium. All members of the Consortium have the ability to provide input into the overall strategic direction of the Consortium but the Executive Committee operates as the final decision making body and oversees the Consortium's continuous operations.

The Executive Committee is made up of the following representatives with a total Committee size to be 13 or less:

- Industry Chair/Co-Chairs (2 members)
- Industry/Labor Association (1 member)
- Committee Chairs (5 members max)

- Secondary Education (1 member)
- Postsecondary Education (1 member)
- Michigan Works! (1 member)
- Talent Investment Agency (1 member)
- MEWDC Convener (1 member – non-voting)

The Consortium membership will recommend and appoint a Chair or two Co-chairs to lead the organization. A lead utility company within the state must chair the Executive Committee. In addition, industry must have majority representation on the Executive Committee. These individuals will serve for two consecutive years and may be recommended for additional terms.

The Executive Committee will oversee adding, restructuring, or eliminating committees and taskforces. The committees and taskforces are responsible for developing and implementing specific actions related to the established purpose. The committees and taskforces are:

Committees

- Career Awareness
- Education

Chairs for the committees and taskforces shall be industry representatives. The chairs of the committees and taskforces can add ad hoc resources, including non-consortium members as required to conduct business.

Meetings of the Executive Committee will be held as needed, but monthly at a minimum. The committee chairs are also required to attend Executive Committee meetings and provide input and report on committee actions. Additional committees and taskforces may be formed at the will of the Executive Committee.

A majority (greater than 50%) of the Executive Committee members constitutes a quorum. In the absence of a quorum, no formal action may be taken except to adjourn the meeting to a subsequent date. Votes by contributing members can be delivered personally if present, by email, or phone. Executive Committee members must inform Convener staff when sending a designate or voting by proxy.

MEMBERSHIP

The Consortium membership shall be comprised of representatives from of the following:

- Energy utility companies
- Energy utility construction companies
- Energy industry contractors
- Industry/Labor Associations
- Michigan Works!
- Secondary and postsecondary educational institutions
- Non-profit and community-based workforce development agencies
- Government agencies including, but not limited to, the Michigan Talent Investment Agency, the Department of Licensing and Regulatory Affairs, the Michigan Economic

Development Corporation, the Michigan Department of Education, Michigan Department of Military and Veterans Affairs, and the Michigan National Guard.

The Executive Committee will fill vacancies of the Executive Committee and Consortium as a whole. Individuals seeking Executive Committee membership as well as general MEWDC membership may submit applications and recommendations to the Executive Committee. A simple majority of the Executive Committee is required to elect new Executive Committee and Consortium members.

MEETINGS

Meetings of the full consortium will be held three times per year at a minimum. Regular meetings shall be in person meetings that are to be scheduled as directed by the Chair/Co-Chairs throughout the year and hosted at member facilities. (Typically these meetings will occur in March, July and November annually.)

An annual meeting calendar will be established for the MEWDC to give advance notice of full consortium meetings. At the direction of the Chair/Co-Chairs, a written agenda shall be prepared and distributed by the Convener to each Consortium member no later than five (5) business days prior to any MEWDC meeting. The Convener shall send e-mail notices to all members providing the date, time, location and teleconference access codes (when applicable) for all meetings.

Special meetings may be called by the Chair/Co-chairs when deemed in the best interest of the Consortium. Notices of such meetings shall be e-mailed to all members at their addresses as they appear in the membership listing/directory. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called.

The Executive Committee meets at least bi-monthly. In person following the full consortium meetings and by conference call in between meetings. Committees and taskforces meet as necessary based on project and initiative schedules. Committee meetings will be held by face-to-face, teleconference, or web conference.

RESPONSIBILITIES AND AUTHORITY

Executive Committee

Co-Chair responsibilities:

- Commit to serving on the Executive Committee for a minimum of two years.
- Call meetings (regular and special) of the Executive Committee and Consortium
- Set agendas and preside over the meetings
- Appoint all committees and committee chairs
- Regularly communicate with the Consortium
- Serve as a spokesperson for the Consortium
- Regularly communicate with the Convener

Executive Committee responsibilities:

- Commit to serving on the Executive Committee for a minimum of two years.

- Make decisions for the Consortium
- Act on recommendations from the committees and taskforces
- Implement Consortium strategy
- Set policy on Consortium operations
- Develop, approve, and operate the strategic plan and sustainability strategy for the Consortium, developed by the Executive Committee
- Serve as a liaison to peer groups and/or resource communities, and represent their interests, challenges, and potential resources in planning discussions
- Serve as an ambassador for the MEWDC by actively promoting the value of the consortium and communicating with and recruiting support from key decision makers.
- Oversee designated subcommittees and add, restructure, or eliminate committees and taskforces as necessary
- Communicate regularly with committee chairs on issues or assistance needed
- Carry out the day-to-day operations and activities of the Consortium
- Oversee the process for adding members and filling vacancies on the MEWDC to ensure its sustainability and functionality

Committees & Taskforces

Chair responsibilities:

- Call meetings (regular and special) of the committee/taskforce
- Set agendas and preside over the meetings
- Communicate with committee members
- Regularly communicate with the convener and consortium chair/co-chairs
- Report to the full Consortium, as requested

Committee member responsibilities:

- Develop and implement committee initiatives
- Participate in committee meetings
- Solicit input from the Consortium
- Make recommendations to the Executive Committee on partnerships and initiatives
- Serve as subject matter experts to the Executive Committee on their respective areas

Convener

Convener responsibilities:

- Schedule teleconferences, web conferences, and in-person meetings
- Develop and maintain a collaborative work space for the Consortium
- Keep the minutes and records of the Consortium
- Maintain the membership listing/directory
- File any certificate or paperwork required by any statute, federal or state
- Give and serve all notices to Consortium members
- Attend to all correspondence of the Consortium
- Communicate regularly with chair/co-chairs and committee chairs

Membership

Member Responsibilities:

- Regularly attend and actively participate in MEWDC meetings and forums
- Provide input on overall strategic direction of the Consortium
- Actively participate in Consortium, through both membership of the MEWDC and membership on at least one committee or taskforce
- Provide input to Consortium initiatives or potential opportunities
- Participate in rollout and implementation of Consortium initiatives
- Contribute to the ongoing operations of the Consortium
- Identification and verification of utility industry trends and validation of skill requirements, certifications, training programs, and hiring projections
- Endorse and align training programs from partners within this consortium and provide employment opportunities to individuals trained
- Assist in improving the image of the industry and introducing young people to stable, high-paying employment and career pathways within Michigan's energy industry
- Guide the identification, alignment, and investment of financial and non-financial resources in support of the MEWDC

ATTENDANCE

Consortium members shall regularly attend and actively participate in consortium, and committee meetings. MEWDC members absent from more than 2 consecutive meetings or more than 50% of meetings in a calendar year may be asked to resign. If unable to attend, Consortium members may send a designate to act on their behalf or may vote by proxy.

AMENDMENTS

This Charter may be altered, amended, or repealed at any time. A new or amended Charter may be adopted by a majority vote of the Executive Committee at any regular meeting.

