# Energy Team Charter

## Mission

The mission of the energy team is to ensure that Oregon Institute of Technology (Klamath Falls campus) achieves its goal of a 5 percent reduction in energy use each year from 2020 to 2025. The team carries out its mission by engaging the organization in continuous improvement of energy management through activities such as efficient building operations, monitoring energy consumption and developing a high awareness of energy consumption among employees.

## Objectives

The activities of the energy team are guided by the following objectives:

* Maintain a fully functioning team that meets regularly, keeps minutes, and reports to the Executive Sponsor and department heads on its activities and accomplishments
* Promote a high level of energy awareness among all employees and encourage employees to contribute to and participate in continuous energy improvement
* Design, maintain and operate all energy-consuming systems such that comfort, productivity and safety are maximized, and energy consumption is minimized
* Develop and use metrics (Key Performance Indicators — KPIs) and data reporting standards and systems that provide ongoing information necessary to maximize energy productivity

## Roles and Responsibilities

The energy team consists of a cross-functional group of individuals representing most departmental areas throughout the organization. The broad scope of this group’s knowledge helps the team to be productive, creative and successful. The team creates and implements an action plan to close the gaps identified in the Energy Management Assessment.

* Energy Champion:
  + Chairs the energy team meetings; coordinates meetings; sets agendas; and delegates and manages tasks related to the energy team (such as drafting the energy policy and KPIs, and measuring, tracking, and communicating progress toward set goals).
  + Champions implementation of action items with all members of the implementation team (internal and external)
  + Manages and tracks implementation of action items
  + Uses good faith efforts to implement as many of action items as practical in the time allotted
  + Prepares for and participates in all SEM initiative workshops and onsite meetings
  + Regularly uses energy management software or spreadsheets to track the organization’s energy performance and to identify and react to anomalies or changes in energy performance
  + Obtains energy usage from utility bills or other sources and supervises data entry on at least a monthly basis
  + Establishes an Energy Champion succession plan
* Executive Sponsor:
  + Provides management level support to the Energy Champion
  + Works with the Energy Champion and SEM Coach to develop realistic goals and timelines for the initiative
  + Allocates sufficient budget (O&M and capital) to support the energy team in implementing action items they identify as cost effective for the organization
  + Allows the Energy Champion and other maintenance staff to invest the time required to implement action items
  + Reviews facility energy performance regularly with the Energy Champion
  + Performs an internal cost and savings review of the SEM effort
  + Participates in quarterly meetings with the Energy Champion
  + Ensures implementation of Energy Champion succession plan
* Energy team members:

All members of the team are responsible for helping the Energy Champion promote energy efficiency, resource conservation and best management practices throughout the facility. With the help of their fellow team members and outside resources, they:

* + Increase their personal knowledge of resource/energy management
  + Help raise the level of awareness among all employees
  + Assist the Energy Champion with committee projects and activities as needed
  + Attend regular meetings established by the Energy Champion

Energy Champion Date Energy Sponsor Date