

Date: July 17, 2015

Version: 2.0

## **Interest Group Policy**

PLMA Interest Groups are a forum for the sharing of information about a topic of interest for the entire PLMA membership or a subset of members. This policy provides information to Interest Group members and leaders.

### **Summary**

PLMA desires that interest groups have the following attributes:

- Support the mission and objectives of the PLMA organization.
- Participation shall be open to all members.
- Comply with the PLMA Antitrust, Conflict of Interest, Confidentiality, and Whistleblower policies.
- Events shall be conducted in a professional manner. Presentations at interest group sessions shall use the Presenter Policy as a guideline.

### **Interest Group Formation**

Interest groups shall be formed by PLMA members as follows:

- PLMA Member or Members provide the executive committee with a proposal to form an interest group at a PLMA board meeting or in writing. The proposal shall include a statement of the group objectives; alignment with PLMA goals and objectives; and initial interest group leadership.
- The executive committee shall evaluate the proposal and work with the interest group to establish a charter and structure.
- Interest group formation will be approved by majority vote of the executive committee.
- Interest Groups shall hold a minimum of one meeting of the group members annually.

### **Interest Group Leadership**

It is recommended that at least two people take on the leadership role of an interest group.

- Interest Group leaders shall be assigned the roles of chairs. The chairs can be organized with a joint co-chair responsibility or in a chair and vice-chair relationship.
- Leadership of an interest group should provide a cross section of PLMA membership interested in the Interest Group charter (e.g., one utility, one vendor as co-chairs).
- The commitment for a chair responsibility should be at least one year, as long as the chair's member organization is in good standing.
- Interest group chairs shall have a succession plan such that there is consistency in leadership. The interest group chairs shall be responsible for recruiting and proposing leadership changes to the

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executive committee for review and approval.

### Interest Group Leadership Responsibilities

The Interest Group Chairs have the responsibility to organize and run the group sessions, events and meetings. They shall also have the following responsibilities:

- Prepare a summary of the activities and accomplishments of the group for inclusion in the Board Meeting package and provide a summary at the board meetings in the spring and fall.
- Create an annual plan of activities for the interest group for presentation at the Fall Board Meeting. The plan shall include any PLMA funds or support required. The plan shall include Interest Group Leadership succession.
- Plan, organize, and conduct at least one event or meeting annually of the interest group members.
- Prepare meeting notes and summary information for posting on the interest group portal. This includes the collection of presentations, reports, white papers, and other applicable resources for the group resource library.
- Provide information for the interest group portal page that includes the group mission, charter, objectives.
- Oversee the group portal page content, forums, discussions, and communications.
- The group mission, charter, and objectives shall be reviewed and update at least annually.

### PLMA Staff Responsibilities

The PLMA staff shall support the interest groups function and operation. The support includes:

- logistics scheduling of events and meetings, both online and in person
- coordination with other interest groups
- preparation and update of the Interest group information portal
- group member management and onboarding
- training group leadership in administration and management of the group portal and resources

### Document Revision History

Date	Version	Person	Change/ Modification Description
30 June 15	1.0	JEC	Initial Draft
9 July 15			Review and Edit of Draft Document by executive committee
13 July 15			Review and edit of policy by interest group chairs
17 Jul 15			Document accepted by executive committee through electronic vote
23 Jul 15	2.0	JEC	Document Posted on PLMA Members Website
Notes: Items with black font have been completed. Items with shaded font are planned.			