



Advisory Board Charter 2024 - 2025

Purpose and Scope of Work

The Advisory Board is created as a committee for the purposes of working with and providing industry related insight and workforce development related recommendations for the Pacific Northwest Center of Excellence for Clean Energy (referred to as CoE in this document) director and staff in the following areas:

- **Economic Development** - partnering with state and local agencies to further the mission of the CoE and the Community and Technical College System (CTC).
- **Industry Focus** - building, expanding, and collaborating with industries and labor who partner with the CTC system in the field of clean energy with the goal of supporting and promoting relevant workforce training.
- **Education** - contributing insight in creating and supporting development of programs and curriculum that in turn supports industry partners.
- **Workforce Focus** - providing insight into skill gaps, trends, and best practices that can be replicated across Washington state by CoE.

Membership

The CoE Advisory Board will consist of a minimum of six members, who will meet at least twice per year. Members will represent business, agency, organized labor, and educational partners within clean energy related industries.

Advisory Board positions will be a three-year commitment. Renewals will be available for active members to continue serving. In effort to maintain a diverse and productive Board, new members will be invited by the director, and approved by a Board vote.

Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their Board position, and will be replaced within six months. Members who request to resign will be asked to recommend a replacement.

Members may occasionally be called upon to speak to outside entities on behalf of the CoE.

Organization Structure

The Advisory Board Chair term is a two-year term as active chair, with one year as Past Chair, so as to transition a new Chair with as much insight as possible. The Advisory Board Chair will be appointed by nomination and confirmed by Board vote. The Chair will be responsible for Board approval of the CoE Work Plan each year (July 1 to June 30), and any other representation of the Board as needed.