MASSACHUSETTS ENERGY EFFICIENCY ADVISORY COUNCIL
EQUITY WORKING GROUP CHARTER
DRAFT 1/18/23

The Energy Efficiency Advisory Council (EEAC), pursuant to its authority under G.L. c. 25, §§ 19-22, hereby constitutes an Equity Working Group, as a subcommittee of the EEAC, as authorized by Article 4.2(B) of the EEAC Bylaws. This Equity Working Group is constituted for a term of two years and may be re-authorized for future two-year terms thereafter.

I. Overall Role and Responsibilities

The goal of the Equity Working Group is to identify barriers, propose strategies, and monitor progress to increase equitable access and participation in energy efficiency programs among underserved customers. It will be the responsibility of the Equity Working Group to provide input and feedback to the EEAC, in carrying out its statutory responsibilities to advise Program Administrators as they plan and implement shared Council and Program Administrator priorities, including equitable service to Mass Save customers.

II. Responsibilities

The EEAC charges the Equity Working Group with the responsibility to:

- Provide a forum for ongoing collaboration and interaction between working group members and stakeholders on progress in implementing planned programs for achieving equity objectives and targets;
- Provide input and feedback to the EEAC on establishing equity targets, priority areas for program development and implementation, program designs, and other new strategies to increase equitable program design and delivery for each 3-year plan;
- Review quarterly and annual reports from the Program Administrators to assess progress towards established equity targets and other equity commitments,
- Review non-participant evaluation studies and other evaluation studies as relevant to identify and advise the EEAC on new strategies for increasing equitable participation among underserved populations across the Commonwealth;
- Solicit meaningful participation and engagement from stakeholders and organizations that represent underserved populations;
- Advise and assist the EEAC on equity matters; and
- Make recommendations and report to the EEAC on actions and activities of the Equity Working Group.

III. Meetings

The Equity Working Group shall meet bimonthly, or more or less frequently as needed to implement its responsibilities above.

Meetings shall adhere to the requirements of the Open Meetings Law and an agenda of the matters to be addressed at any Equity Working Group meeting shall be posted on the EEAC website and circulated to members. Minutes shall be approved by consensus and posted on the EEAC website.

IV. Members

The Equity Working Group is comprised of up to sixteen members:

1. Seven Voting Councilors or their designees:
    a. The Department of Energy Resources (DOER),
    b. Office of the Attorney General,
    c. A Councilor representing residential customers,
    d. A Councilor representing cities and towns,
    e. A Councilor representing the low income weatherization and fuel assistance network,
    f. A Councilor selected by the EEAC,
    g. A Councilor selected by the EEAC,
2. Three members representing organizations that are not represented on the EEAC, to be selected by the seven ~~six~~ Councilors of the Equity Working Group,
3. Four representatives of the Program Administrators
4. Two representatives of the EEAC consultants.

V. Member Nominations and Term Limits

Members 1(a) through ~~and~~ 1(~~b~~e) above shall be permanent members of the Equity Working Group.

Candidates for members 1(f) and 1(g) above may self-nominate or be nominated by another Councilor. The EEAC shall vote to select each member or fill any vacancies in accordance with Article 7 of the EEAC By-laws. Once elected, members serve for the two-year term of the Equity Working Group and are eligible for re-appointment thereafter. Two members from (1) or (2) above shall serve as co-chairs of the working group, with administrative and technical support from DOER and the EEAC Consultants. Candidates for co-chair may self-nominate or be nominated by other members of the working group. The seven voting Councilors shall elect the chairs, who will serve a two-year term.