



## Propane Education & Research Council MARKETER POSITION DUTIES – February 27, 2020

### BACKGROUND

The Propane Education & Research Council (PERC) is a nonprofit check-off program established, operated, and funded by the propane industry. PERC revenues come from an assessment levied on each gallon of propane when it is odorized or imported into the United States. PERC's work consists of four pillars: safety and training, research and development, marketing, and workforce outreach. PERC leads safety and training efforts serving propane retailers and consumers and invests in research and development of new propane-powered technologies for commercialization. PERC's programs benefit a variety of sectors including transportation, agriculture, commercial landscaping, residential, commercial building, and materials handling.

PERC was authorized by the U.S. Congress with the passage of the Propane Education and Research Act (PERA), signed into law Oct. 11, 1996. It calls for the establishment of a 21-member board consisting of nine marketer members appointed by NPGA, nine producer members appointed by the GPA Midstream Association, and three public members appointed jointly. Each year, councilors elect five officers who make up the Executive Committee: a chairman, a vice chairman representing marketers, a vice chairman representing producers, a treasurer, and a secretary. They work with the president and CEO on staffing, compensation, and other matters.

### DUTIES

The members of the Council meet face to face four times a year at various locations around the United States to chart a strategic path, prepare an annual budget, and consider individual project proposals. Ahead of each meeting, councilors receive and review briefing materials describing matters for consideration that advance the propane industry primarily in the safety and training, research and development, motor fuel, agricultural and consumer education arenas.

A councilor's role has two key aspects: fiduciary and supportive.

Responsibilities of a non-profit board member:

1. **Duty of care and loyalty:** participate actively and make decisions in serving the broader propane industry and consumer goals.
2. **Mission:** set and oversee strategy to advance the mission of the organization.
3. **Program oversight and support:** oversee and evaluate programs; support staff and advisers; be an advocate in the community; provides feedback to the NPGA Officers and CEO on PERC's effectiveness in meeting the needs of its members.
4. **Fundraising:** ensure the integrity of the assessment collection process.
5. **Chief executive:** hire, compensate, and evaluate the president and CEO.
6. **Finances:** ensure financial responsibility and oversee budget, audit, and investments.
7. **Board effectiveness:** ensure that the board fulfills the roles above, is effective, and plans for their successors.

### TIME COMMITMENT

**Council and Advisory Committee meetings:** Councilors are appointed to a three-year term and may be reappointed to a second three-year term. Each Council meeting typically lasts two days and requires a two-night hotel stay. Councilors are sent the meeting materials two weeks in advance and are expected to review them prior to the meeting. Council members are strongly encouraged to attend the Advisory Committee meetings which take place twice a year, last two days, and require a two-night hotel stay. Advance materials are provided for review.

**State, regional, and other meetings/events:** Councilors are also encouraged to attend state and regional meetings in their respective areas. PERC hosts many other meetings, events and opportunities around the country at which Councilors are welcomed to attend to interact with, learn, and lead the industry.

Councilors may be asked to serve on task forces and committees during their tenure.

### COST

PERC may not cover any travel related costs for attendance at PERC Council, Advisory Committee, state, regional, or other council related meetings or events for members. PERC is permitted to reimburse the travel related costs for public members for their participation at Council meetings only.