



CTOTF™ Executive Vice Chair Power Systems Duties and Responsibilities:

1. Serve as member of the Executive Board and Leadership Committee.
2. Actively support the growth of CTOTF™ and promote recognition of CTOTF™ throughout the power industry.
3. Identify and support initiatives to promote cooperation, teamwork and membership expansion across the CTOTF™ community and business affiliates.
4. Establish and maintain the organizational structure, working relationships, objectives, and agendas for the assigned portfolio or duties.
5. Administer and support Forum Power Systems Roundtable agenda development and delivery. Ensure incorporation of industry trends, issues and technical development into roundtable agendas.
6. Perform quality assessments of assigned roundtables and Roundtable Chairs/Vice Chairs. Provide performance feedback and recommendations using, et al, the Roundtable Value Assessment (RVA) information.
7. Ensure timely completion and posting of Roundtable Action Grams (RAG) by Roundtable Chair.
8. Support CT-Tech™ and CTOTF™ program development and administration.
9. Serve as Roundtable Chair, substitute for Roundtable Chair, CT-Tech™ instructors or special assignment chairperson as conditions and assignments warrant.
10. Substitute for the CTOTF™ Chair as conditions warrant.
11. Communicate and coordinate assigned activities and planning with the CTOTF™ Coordinator. Participate on monthly conference calls.
12. Serve as a mentor for membership expansion and development.
13. Identify, provide and promote growth opportunities for the Roundtable Chairs or Vice Chairs.
14. In conjunction with the Executive Board, select or remove Roundtable Chairs and Roundtable Vice Chairs.

Revision 1.0

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