Corporate Services Section Managing Committee
Activity Plan 2020

Committee Purpose
The purpose of the Section Managing Committee is to build a collaborative community within the Corporate Services section, engage in dialogue to facilitate the exchange of information with the Executive Council, and to manage training and education relevant to this section and the natural gas industry. This committee sponsors forums for member companies to learn, develop, and share best practices to enhance essential corporate functions of member companies.

Areas of Focus
- Human Resources
- Accounting & Finance
- Corporate Social Responsibility
- Supply Chain
- Information & Technology
- Risk Management
- Inclusion & Diversity
- Rates & Regulatory Affairs
- Employee Relations
- Standard Operating
- Legal
- Learning & Development
- Materialization
- Auditing
- Compliance
- Operations
- Supplier Diversity
- Human Resources
- Information Technology
- Legal
- Learning & Development
- Supply Chain
- Women & Leadership
- Rates & Regulatory Affairs
- Employee Relations
- Inclusion & Diversity
- Learning & Development
- Compliance
- Supplier Diversity
- Standard Operating
- Materialization
- Legal
- Auditing
- Operations
- Supply Chain
- Women & Leadership
- Learning & Development
- Compliance
- Supplier Diversity

Activities
- Strategize & Deliver Relevant Content for Management Conference | September 2-4, 2020 | Louisville, KY
  - Premier event to engage in discussion with industry vice presidents, directors and other senior officers where the agenda is designed to provide a platform for strategic planning, industry updates, sharing best practices and seeking solutions to challenges.
  - Committee develop and facilitate relevant roundtables to be conducted at conference; research and solicit speakers, secure presentation materials, serve as roundtable session champion as a moderator
- Sponsor/Support Roundtables for Section related to:
  - Supply Chain Conference
  - Natural Gas Connect Conference
- Support Industry-Specific Relevant Workshops/Webinars
  - Provide 2-3 liaison representatives to SGA Learning & Development department to ensure training needs are met and materials are updated.
- Other potential activities could include awards, conference planning, workshops, printables for distribution, webinars, opt ed article writing, blog contribution, or other innovative ideas.

Time Commitment
- 1-2 hours monthly Conference Call meetings/prep work over 12-months
- 60-90 min presentations at SGA Events, self-selected
- Attend 1-2 day Planning Meeting for Management Conference and/or Natural Gas Connect Conference, as needed
- Attend 2-3 day Management Conference

Governance
- This committee reports to the Executive Council every April with a report of section activities
- The following Committees/Taskforce will report up to this section:
  - Accounting & Finance
  - Information Technology
  - Legal
  - Rates & Regulatory Affairs
  - Human Resources
  - Learning & Development
  - Legal
  - Learning & Development
  - Supply Chain
  - Women & Leadership
- Section leadership team meets bi-annually with reporting committees to provide oversight and counsel around their activity plan deliverables

Committee Members
- Committee Roster (add link to website)
Committee Leadership 2019-2020
Maurice Baker, Chair
Georgia Natural Gas
Manager, Community Relations
(404) 685-4064
Maurice.baker@southeasternenergy.com

TBD, Vice Chair
Company Name: TBD
Title: TBD
Phone: TBD
TBD@TBD.com

Sarah Jacobs, 2nd Vice Chair
Spire Energy
Economic Development Project Manager
Phone: (314) 230-5691
Sarah.Jacobs@spireenergy.com

Committee Leadership Roles
- Chair: Facilitate meetings and conference calls, create an atmosphere of sharing and developing; prime the committee to engage, participate and accomplish committee goals.
- Vice Chair: Manages the planning associated with the annual roundtable topics, speakers, and moderators.
- 2nd Vice Chair: Assist in planning activities outside of the roundtable (i.e., workshops, webinars, collateral, copy, surveys, etc.). If a committee does not have a second activity, the 2nd Vice Chair serves as additional support where needed.

SGA Staff Liaison
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