**Summary of Tips for Forming an Energy Team**

[Organization Name] – [Facility Name]

1. Identify the members needed for your energy team, usually including some or all of the following:

|  |  |
| --- | --- |
| **Type of job responsibility** | **Requirements** |
| Production or maintenance | Production equipment and processes knowledge |
| Financial or accounting | Familiarity with bills, financial resources |
| Data handling | Work with spreadsheets, collect and analyze data |
| Leadership or personnel  | Training and communications abilities |
| Facilities or maintenance | Understanding of energy requirements |
| Support in implementation | Enthusiasm for energy improvement |

1. Either by management appointment or by team election, choose the leader of the team (“Energy Champion”) to perform the following tasks:
	* + Coordinate the team’s efforts
		+ Oversee planning and implementation of projects
		+ Act as a liaison with management
2. Clarify to the team the responsibilities of the group:
* Define and understand the current energy status
* Identify, qualify, plan, prioritize and implement projects
* Share enthusiasm, strategies, and successes
* Follow the Plan-Do-Check-Act strategy
1. Organize the team:
* Establish regular monthly meetings that follow a prepared agenda
* Provide rules for communication between members
1. Identify roles/responsibilities for each member using the Energy Team Worksheet
2. Provide adequate resources needed for the team to fulfill their function, especially:
* Time
* Money
* Authority