



Proposed Specialty Conference Advisory Panel

Charge: To advise, guide and support the volunteers and staff who produce and conduct the affairs of WEF Specialty Conferences. The panel shall strive for creating the resources and conditions that enable conferences to maximize the experience of attendees, advance the water sector and ensure the sustainability of this vital educational outreach.

Goals and Objectives:

- Stimulate strategic and visionary planning for future conferences that enables them to reflect the changes in technology, educational format and the needs and demands of attendees
- Promote an exchange of ideas and experiences between the various conference organizing committees and staff
- Review and confirm the development and maintenance of succinct, relevant and meaningful guidance materials
- Review and confirm the development of roles and responsibilities for those involved in producing specialty conferences
- Critically evaluate the success and sustainability of specialty conferences, both individually and collectively
- Develop the characteristics and metrics of a successful specialty conference to align with the Strategic Plan and Critical Objectives as set forth by the Board of Trustees
- Complement the mission of WEFTEC and align with the initiatives generated by the WEFTEC of the Future
- Provide the CLC with recommendations for improvements to elements of Specialty Conferences
- Provide an annual report to the Committee Leadership Council
- Develop a schedule of annual tasks and milestone dates for conducting business

Organization of the Specialty Conference Advisory Panel

- The Advisory Panel involvement shall be limited to only those educational offerings that are traditionally multi-day, multi-track events, usually include vendor exhibits and are regularly scheduled, e.g. annually, once every two year, etc.
- Shall consist of up to nine, forward-thinking members with demonstrated capability to seek innovative solutions in a positive and supportive way.
- Members of the Panel shall serve three-year terms such with the goal that approximately one third will roll off each year. Terms for some of the inaugural members may be shorter to create this staggered roll off.
- The composition of the Panel shall reflect the following:
 - Up to four (4) members involved in producing specialty conferences
 - Up to three (3) members not directly involved in producing specialty conferences
 - One WEF staff member involved in producing specialty conferences
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 - Encourage membership diversity:
 - at least two of the seven members to be young professionals
 - one member to have experience participating with local MA events or be an MA staff representative



- Seek a member who has direct experience with conferences conducted by other organizations
 - Seek a member from the WEF Program Committee and/or the Manufacturers and Representatives Committee.
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- Shall invite a representative from the Committee Leadership Council to all meetings and conference calls of the Advisory Panel.
 - Members of the Advisory Panel shall be selected by the CLC Nominating Committee.
 - The CLC Chair shall appoint one member of the Advisory Panel to chair the Panel for a three-year term
 - Report to the Committee Leadership Council Steering Committee
 - Shall meet at WEFTEC, the Midyear Meeting or a Specialty Conference
 - Shall conduct quarterly conference calls