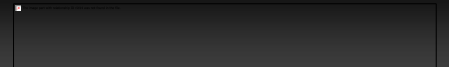
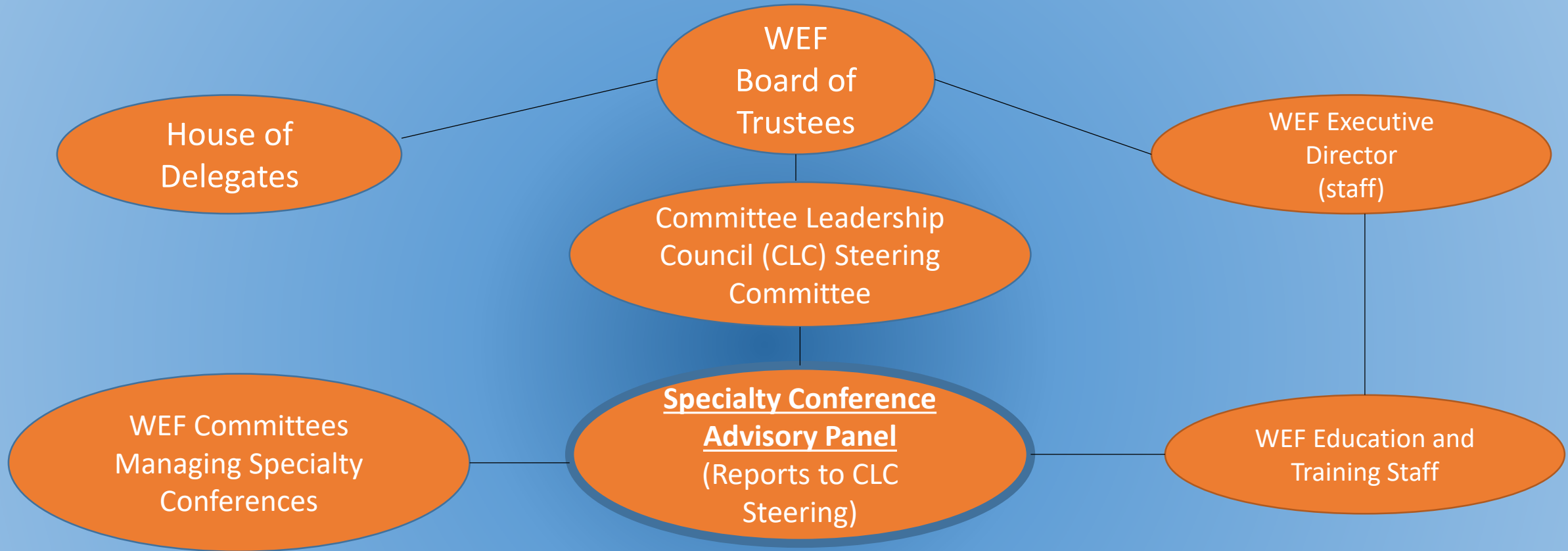


# Specialty Conference Advisory Panel Overview

- **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.*
- **Membership**: Consist of up to nine (9) members with staggered three-year terms.
- **Meetings**: Quarterly conference calls and meet in person at WEFTEC or Midyear Meeting or at one of the annual Specialty Conferences.
- **Reporting**: Shall prepare an annual report to the Committee Leadership Council Steering Committee with an overview of the success and sustainability of the most recent Specialty Conferences.
- **Recommendations**: Review the resources available for staff and volunteers to consult when managing the conferences. Review the respective roles of staff and volunteers in conference management.



# Specialty Conference Advisory Panel



## Basic Duties and Responsibilities of Advisory Panel:

- Stimulate strategic planning and visioning
- Promote exchange of ideas and experiences
- Critically evaluate the success and sustainability of SC
- Review and confirm roles of those managing SC
- Report to CLC and provide recommendations
- Align with WEFTEC of the Future initiatives

# Schedule

- Meet with WEF staff to review Specialty Conference Advisory Panel January 8, 2019
- Issue invitation to apply for positions on SCAP January 15, 2019
- Address CLC on SCAP plans and position applications February 6, 2019
- Close application period February 15, 2019
- Select SCAP members and leadership March 1, 2019
- Kick off conference call, review goals and objectives Early April, 2019
- Organizational conference call June 2019
- Progress conference call August 2019
- Meeting at WEFTEC September 22 (+/-), 2019

