

2018/2019 House of Delegates Work Group Charter

Work Group Title: *Membership Diversity and Structure Initiative Workgroup*

Work Group Description: *The Membership Workgroup will investigate ways to increase the diversity of the WEF membership through gender and ethnicity and develop methods to draw more widespread demographics into the water profession and WEF. This will be aligned to increase diversity based on current populations and increase overall diversity in the water sector.*

During the second half of the year it is anticipated that the BOT will be investigating various membership structures for WEF and the workgroup will assist the BOT with soliciting feedback from the MAs and developing materials to assist in communicating the accepted membership structure to WEF.

The workgroup will also continue the work of the 2015-2018 HOD Membership Workgroups in soliciting feedback from the MAs and WEF Staff on how to effectively develop promotional material to accompany the list of new members generated from the WEFTEC Membership Initiative and reciprocity program.

At least one member of this workgroup is required to become a member of the WEF Membership Committee, primarily to act as a liaison which can provide information that avoids duplicating goals, efforts and objectives.

Work Group Leader: *Raynetta Marshall*

Work Group Leader Contact Information: *marsrc@jea.com*

Work Group Vice Chair: *Phil Burns*

Work Group Vice Chair Contact Information: *aburnsy@aol.com*

Work Group Goals and Deliverables:

See goals and deliverables listed above in charter description.

Work Group Schedule of Deliverables:

Speaker of the House Report Dates:

- *Mid Year – Jan #, 2018*
- *Spring – Mar #, 2018*
- *Summer – Jul #, 2018*
- *Final – Aug #, 2018*

Internal Review Deadlines: To be determined by Work Group Leader

Work Group Schedule of Conference Calls: *to be determined at WEFTEC*

Work Group Member Expectations:

Duties and Responsibilities of Work Group Leader:

- Act as a liaison for HOD Steering Committee and Speaker of the House.
- Preside over the initial Work Group meeting at WEFTEC.
- Conduct Work Group progress meetings via conference call.
- Appoint a Work Group Vice Chair and Subgroup Leaders.
- Prepare four written reports for the Speaker of the House describing the progress of the Work Group.
- Appoint presenters for the HOD meeting at each WEFMAX.

Duties and Responsibilities of Work Group Vice Chair:

- Assist Work Group Leader as needed.
- Assist Work Group Leader at the initial WEFTEC meeting including taking and distributing meeting minutes.
- Preside over monthly meetings if Work Group Leader is unavailable.
- Take minutes during the monthly meetings and distribute an action item list following the meeting.

Duties and Responsibilities of Subgroup Leader:

- Act as a liaison for the Subgroup and Work Group Leader.
- Preside over Subgroup progress meetings.
- Attend and be prepared for Work Group progress meetings.
- Provide verbal updates of Subgroup progress at monthly meetings or a written update if unable to attend.
- Provide four written updates for Work Group Leader to include in the Speaker of the House Reports.

Duties and Responsibilities of all Work Group Members:

- Serve as a representative for your MA or interest group (DAL) during discussions.
- Participate in Work Group and Subgroup calls on a regular basis.
- Be prepared for monthly meeting and responsive to email requests.
- *TBD by Work Group*

Work Group Roster: