

2023-2024 House of Delegates Member Association (MA) Delegate Selection Best Practices Work Group Charter

Work Group Title: MA Delegate Selection Best Practices

Work Group Description: The intent of this work group is to develop guidance for Member Associations to utilize in their activities regarding the selection of delegates to the WEF House of Delegates, specifically in terms of Delegate participation and expectations. In addition, this work group will develop materials and guidance regarding the value of being a WEF Delegate that the Member Associations can use to solicit and promote the WEF House of Delegates and Delegate position to potential candidates. Finally, this work force will create an application form that Member Associations can use at the local level to review and select Delegate candidates. This work group will last for a duration of three (3) months.

Subgroup Descriptions: *(if applicable)*

Work Group Co-Chair: Erin Longworth

Work Group Co-Chair Contact Information:

Work Group Co-Chair: Dan Collins

Work Group Co-Chair Contact Information:

Sub-Group Subcommittee Leaders: *(if applicable)*

Work Group Goals and Deliverables:

- Tool kit providing guidance for the selection of delegates, outlining the roles and responsibilities of being a WEF delegate. This toolkit will also include information regarding the value of being a WEF delegate.
- Sample Application to assist Member Associations with the review and selection of delegate candidates.

Work Group Schedule of Deliverables:

Speaker of the House Report Dates:

- *Mid Year –*
- *Spring –*
- *Summer –*
- *Final –*

Internal Review Deadlines: To be determined by Work Group Co-Chairs

Work Group Schedule of Conference Calls: biweekly at a day/time determined by the work group co-chairs

Work Group Member Expectations:

Duties and Responsibilities of Work Group Co-Chairs:

- 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.
- Take minutes during the monthly meetings and distribute an action item list following the meeting.
- Appoint Subgroup Leaders as needed.
- Prepare written reports for the Speaker of the House describing the progress of the Work Group.
- Appoint presenters for the HOD meeting quarterly meetings and at each WEFMAX.

Duties and Responsibilities of Subgroup Leader (as needed):

- Act as a liaison for the work group Co-chairs.
- 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 Quarterly 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: