

2023-2024 House of Delegates Strategic Plan Work Group Charter

Work Group Title: HOD Strategic Plan

Work Group Description: This invitation-only work group will develop a House of Delegates specific strategic plan, which focuses on the future of the House of Delegates. They will develop mission and statements, identify core values and set goals, objectives, and action plans for the next 3 years. This work group will use the final deliverables from the 2022-2023 HOD of the Future workgroup and results from the WEFTEC 2023 HOD meeting activity in their development of the strategic plan. The HOD strategic plan should align with the WEF strategic plan, while focusing primarily on the HOD. After development of the strategic plan, this work group shall work with the HOD Communications Committee for document development distribution, and implementation of the strategic plan.

The HOD is composed on both MA selected delegates an WEF selected delegates at large. The intention of this combination should be reflected in the future of HOD. Demonstrating the importance of delegates to the WEF/MA future and the criticality of the delegate role. The delegate role is often mis-understood and the MA selection process for those serving in that role is where it should all start.

Subgroup Descriptions: Subgroup leads may be considered for the various will be as follows: Mission, Vision, Values, Goals. The subgroup leads will facilitate the development of their respective section of the strategic plan with the help of all work group participants.

Work Group Chairs: Scott Aurit and Leigh Thomas

Work Group Chair Contact Information:

Scott Aurit
Scott.Aurit@hdrinc.com
402-575-1617

Leigh Thomas
Leigh.thomas@hrgreen.com
512-656-4030

Sub Group Subcommittee Leaders (If Needed):

Mission:
Vision:
Values:
Goals:

Work Group Goals and Deliverables:

- Develop mission and vision statements for HOD strategic plan – November/December
- Identify core values for the HOD strategic plan – January/February

- Identify and develop goals, objectives, and action plans for the HOD strategic plan – March/April
- Develop WEFMAX activities to evaluate and validate HOD Strategic Plan elements with attendees and incorporate into Strategic Plan draft.
- Coordinate and assist in the development of marketing materials/ documents detailing the HOD strategic plan. Develop one-page document to put in front of Delegates outlining Strategic Plan that demonstrates the connection between the WEF strategic plan and the MAs.
 - Define our audience. Delegates, MA Leadership, MA Committees, General Membership
- Distribute and hold meetings/ webinars to inform delegates about the strategic plan. Target summer 2024.

Work Group Schedule of Deliverables:

Speaker of the House Report Dates:

- *Mid Year –*
- *Spring –*
- *Post WEFMAX Events*
- *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 (established)

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 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 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 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:

Kelsey Hurst – WEF Staff/ Facilitator

Alexie Kindrick – Speaker

Bill Davis - Speaker-Elect

Donnell Duncan – Immediate Past Speaker

Scott Aurit – Co-Chair

Leigh Thomas – Co-Chair