

2023-2024 House of Delegates New Delegate Onboarding and Orientation Work Group Charter

Work Group Title: New Delegate Onboarding and Orientation

Work Group Description: The intent of this Work Group is to develop the onboarding and orientation program for new delegates to the House of Delegates. This Work Group will identify key lessons, activities, and timing of such activities to ensure new delegates are educated regarding the HOD, BOT, and WEF, and have a good understanding of their roles and responsibilities. The program should be able to be conducted virtually and the Work Group will work closely with the Communications Committee, as that committee will “own” the program in the future. There are existing onboarding and orientation materials that can be used in this effort. In addition, this Work Group will evaluate and revise (as necessary) the new delegate HOD welcome message email. This Work Group will last for a duration of three (3) months.

Subgroup Descriptions: *(if applicable)*

Work Group Co-Chair: Mike Welke

Work Group Co-Chair Contact Information:

Work Group Co-Chair: Diane Grossenheider

Work Group Co-Chair Contact Information:

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

Work Group Goals and Deliverables:

- Develop onboarding and orientation program for new delegates

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 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: