

## 2023-2024 House of Delegates Workforce Development Work Group Charter

### Task Group Title: Workforce Development

**Task Group Description:** The intent of this work group is to develop materials and strategies for Member Associations to apply to their activities to improve workforce development for the water industry in their area. This work group will last for a duration of six (6) months. This work group will survey member associations to understand existing workforce development efforts and identify areas where these efforts are lacking, which may include geographical, professional, and industry-wide. Deliverables include a workforce development toolkit that will outline various programs and activities that can be implemented at the local level. These may include similar programs to Water Warriors, engagement in schools, veterans, minorities, etc. and activities may include participation in career fairs, conferences, etc.

**Subgroup Descriptions:** *(if applicable)*

**Task Group Co Chair:** Amy Baker

**Task Group Co Chair Contact Information:**

**Task Group Co Chair:** Carol Martinson

**Task Group Co Chair Contact Information:**

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

**Work Group Goals and Deliverables:**

- MA poll to determine which MAs have workforce development programs and what activities they conduct to improve workforce development
- Tool kit providing instructions for implementing workforce development programs and activities.

**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 Task 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 Task 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 Task 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 Task 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 Task Group Leader to include in the Speaker of the House Reports.

Duties and Responsibilities of all Task Group Members:

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

**Task Group Roster:**