

2022-2023 House of Delegates Work Group Charter

Work Group Title: HOD of the Future

Work Group Rationale:

Since 2008, the House of Delegates has operated as the deliberative and representational body of WEF with the following two main functions of delegates:

1. Primary conduits of information exchange between MAs and WEF.
2. Advisors to the Board of Trustees on matters of strategic direction and public policy development

With a roster of approximately 100 delegates from all over the federation, our size, reach, and influence afford us the opportunity to effectively carry out these functions. However, delegate participation is much lower than ideal. While some delegates go above and beyond “the call of duty” serving in meaningful ways on multiple committees and task forces, others do less than is expected while some do close to nothing. In addition, since the Board of Trustees is releasing WEF’s new strategic plan, it’s important to align both the structure and function of the HOD with the new plan.

Work Group Goals:

Subgroup 1: HOD Structure and Function

1. Carefully review WEF’s Strategic Plan and determine how best to align the structure and function of the HOD with the new plan.
 - a. Poll delegates to get their ideas on the HOD structure and function.
 - b. Given the composition of the HOD, does the role of the HOD need to change? If yes, how? If no, why?
 - c. Is the current Work Group/ Committee structure of the HOD the best format for meeting the stated role of the HOD in WEF? If no, provide recommendations for needed changes. If yes, why?
 - d. Are there ways WEF can bring more benefit to the MAs through the HOD? If yes, what are they? If no, why?
 - e. How can the Board of Trustees bring more benefit to the MAs (visits to conferences, etc.)?

- f. Are there better ways for WEF to communicate to MA's through HOD delegates?
 - g. Can we provide a detailed role description for HOD delegates?
2. Provide recommendations for changes to the HOD structure and function including language for updates to the Policies and Procedures where necessary.

Subgroup 2: Delegate Participation

3. Determine how best we can generate 100% participation from delegates.
- a. Poll delegates to determine what drives their motivation for active participation in the HOD. If delegates do not participate, find out why.
 - b. Determine if the current Work Group/ Committee structure is best practice for full delegate participation.
 - c. Recommend ways we can hold delegates accountable to the responsibilities and expectations listed in the Policies and Procedures.
 - d. How do MA's select delegates? Are there best-practices that can contribute to increased delegate participation?

Subgroup 3: Planning for the Future

4. What's the vision of the future of WEF and WEF Member Associations? Considering that, what should the HOD look like to be most effective in that envisioned future?
- a. Poll delegates to get their ideas of what the future should look like.
 - b. How are the needs of Member Associations changing and how can the HOD change to match those needs?
 - c. How do we see WEF changing in the future and how can the HOD change to match those needs?
 - d. How best can we keep the HOD relevant to both WEF and MAs in the future?
 - i. What's the best way for us to keep in touch with the needs of the MAs and serve those needs?
5. How can we increase the visibility and communicate the value and importance of the roles of WEF HOD delegates?

Work Group Deliverables:

1. List of recommendations for consideration by the Speaker, Speaker-Elect, Board of Trustees and staff.
2. Results from delegate polling outlining general feedback received from the entire HOD.
3. Proposed updates to the Policies and Procedures.
 - a. Insert edits directly into a copy of the Policies and Procedures with tracked changes.
4. List of any other outcomes from all the efforts of the Work Group to meet the stated goals.
5. Power Point presentation of outcomes including recommendations and a sample of proposed updates to the Policies and Procedures at WEFTEC 2023.
6. Quarterly reports of Work Group progress, due one month prior to the due date for HOD quarterly reports to the WEF Board of Trustees.

Work Group Co-Chair: Scott Aurit

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Work Group Co-Chair: Scott Foley

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Proposed Members to include Immediate Past Speaker, Speaker Elect, past speakers and any delegate willing to provide a meaningful contribution to the work of this Work Group. Also, gather perspectives from MA Executive Directors.

Work Group Schedule of Deliverables:

Speaker of the House Report Dates:

- Mid-Year – Date TBD
- Spring – Date TBD
- Summer – Date TBD
- Final – Date TBD

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

Work Group Schedule of Conference Calls: Monthly (Day to be determined)

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.
- Appoint Subgroup Leaders.
- Take minutes during the monthly meetings and distribute an action item list following the meeting
- Prepare quarterly 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:

- Act as a liaison for the Subgroup and 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 quarterly written updates for Work Group Co-Chairs 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: TBD