

2024-2025 HOD Strategic Plan Implementation Work Group Charter

Work Group Title: HOD Strategic Plan Implementation Work Group

Work Group Description: This work group will be limited to 12 participants that include representatives from the HOD, WEF Staff, and WEF Board of Trustees (BOT). The focus of the workgroup is to define actions and metrics to achieve the goals and objectives of the drafted Strategic Plan for the House of Delegates (HOD) and develop a plan for implementation.

Work Group Chair: Mark Poling

Work Group Chair Contact Information:

Chair

Mark Poling

mark@wastewater.org

Work Group Goals and Deliverables:

- Support the draft Strategic Initiative and associated Goals (Result) by:
 - Defining SMART Objectives (Why).
 - Identifying Intermediate Steps toward Actions (How).
 - Developing Achievable Action Plans & Metrics (How); and
 - Define Leaders/Groups (Who) to Facilitate Implementation of Goals and Objectives
- Current Strategic Initiatives
 - Communication – Pathways that provide for an open form of knowledge sharing; Online, In-person, and in writing forums; Desire for connection and fear of missing out (FOMO).
 - Engagement – Avenues of engagement with and between Member Associations, Board of Trustees, Community Leadership Committee, and WEF Staff.
 - Advocacy – Promote the WEF Mission, Vision, and Values; the Membership Association role and relationship with WEF; WEF and Internal Member Association Relationships.
- Utilize information from the WEFTEC HOD Activity to inform the work group to identify initial action plans and metrics.

- Distribute and hold Virtual Meetings to inform BOT, Delegates, MAs, and WEF Members about the strategic plan. Targeting third quarter 2025.
- Engage with HOD committees on purpose and ownership of identified and define action items.
- Work with the Communications Committee to advertise elements of the Strategic Plan.
- Work with Document Management Workgroup to memorialize the plan and supporting data applied in development to be referenced for plan updates.
- Establish a schedule for plan review and updates on a three-year cycle for future HOD leaders to reference and follow.

Work Group Schedule of Deliverables:

Speaker of the House Report Due Dates:

- *Mid-Year –*
- *Spring –*
- *Post WEFMAX Events*
- *Summer –*
- *Final –*

Internal Review Deadlines: To be determined by Work Group Leaders.

Work Group Schedule of Conference Calls: Monthly at a day/time determined by the work group Leaders and approved by Speaker.

Work Group Member Expectations:

Duties and Responsibilities of Work Group Leaders:

- 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.
- Make sure that someone takes minutes during the monthly meetings and distribute an action item list following the meeting.
- Appoint Subgroup Leaders as needed.
- Prepare four written reports (and slide presentations) 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 Leaders (as needed):

- Act as a liaison for the Work Group Leaders.
- 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(s) 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 meetings and responsive to email requests.
- *Others TBD by Work Group*