House of Delegates
Delegate Annual Activities Process

DELEGATE-AT-LARGE
Self-Nominated (May – June)

MEMBER ASSOCIATION DELEGATE
Nominated by Member Association
Elected to Member Association Board

WEFTEC ACTIVITIES
HOD Working Breakfast (Saturday Morning)
HOD Meeting (Saturday Morning)
Young Professional Activity (Saturday Afternoon)
WEF Leaders Reception (Saturday Evening)
WEF Leadership Day

WORK GROUP MEETINGS following the HOD Meeting
Work Group 1
Work Group 2
Work Group 3
Work Group 4

COMMITTEES
Nominating Committee
DE&I Committee
Budget Committee
WEFMAX Committee
Advocacy Committee
Steering Committee
Communications Committee

NOMINATING COMMITTEE
selects HOD Committee Members and Speaker-Elect

COMMITTEE MEETINGS following the HOD Meeting

HOD Orientation Session (September)

WEF Delegates Report WEF Activities to Member Association

Committee/Work Group Meetings (Reoccurring Monthly)

Attend WEFMAX HOD & Member Associations (April – May)

Apply for HOD Committees and HOD Speaker Elect (June)

HOD Orientation Session (September)

HOD Working Breakfast (Saturday Morning)
HOD Meeting (Saturday Morning)

WORK GROUPS

Committee/Work Group Meetings (Reoccurring Monthly)

WEF Delegates Report WEF Activities to Member Association

Attend WEFMAX HOD & Member Associations (April – May)

Committee/Work Group Meetings (Reoccurring Monthly)

WEF Delegates Report WEF Activities to Member Association

Attend WEFMAX HOD & Member Associations (April – May)

Committee/Work Group Meetings (Reoccurring Monthly)
Member Association Delegates (3 Year Term)

- Report back to MA Boards and membership about key takeaways from WEF and the HOD. Delegates are also expected to report from their MA back to WEF.
- Delegate nominated by MA at Annual Business Meeting and elected to MA Board.
- Liaison between MA and WEF. Other responsibilities include attendance at virtual HOD quarterly meetings, WEFTEC, at least 1 WEFMAX, and participation in a HOD Workgroup and/or Committee.
- Workgroup participation strongly encouraged in Year 1. Committee participation strongly encouraged in Year 2 and beyond.

Delegate-At-Large
Open to all WEF Members. Apply in June annually (3 Year Term)

- Twelve (12) Delegates-at-Large are included in the HOD.
- Primary conduit for information between their self-identified constituencies and WEF. Other responsibilities include attendance at virtual HOD quarterly meetings, WEFTEC, at least 1 WEFMAX, and participation in a HOD Workgroup and/or Committee. Workgroup participation in Year 1 is strongly encouraged. Committee participation is strongly encouraged in Year 2 and beyond.

Speaker-Elect
Apply in June

- Assists the Speaker of the House in the performance of prescribed duties, serves on the Steering and Budget Committees, attends one to two WEFMAX meetings, and fills in for the Speaker in the event of their absence.
- Elevates to Speaker after a year and then past-Speaker the following year.

Committees
Apply in June (2-3 Hours Estimated Commitment per Month)

- **Budget Committee** - Reviews the WEF budget development process with the WEF Treasurer, Finance Staff, and CLC Leadership, and manages the MA Grant Program. 1st Year Delegates are encouraged to apply.
- **Nominating Committee** - Receives and reviews the submitted nominations for the standing HOD Committees, the WEF Nominating Committee, and Speaker-Elect and makes recommendations to the Speaker, which are presented to and approved by the HOD.
- **Steering Committee** - Consists of the Speaker, Speaker-Elect, Past Speaker, Workgroup Chairs and HOD Committee Chairs. Advises the Board of Trustees on issues of strategic direction and public policy development. Reviews and provides input on information received from Workgroups and Committees.
- **De&I Committee** - Provides DE&I messaging to MA leadership. Facilitates quarterly DE&I networking calls with MAs. Delegates of all tenure (including Incoming Year 1 Delegates) are encouraged to apply.
- **WEFMAX Committee** - Identifies and selects Host MA’s for future WEFMAX meetings, updates and maintains Host guidelines and agreements and advises Host MA’s in preparation of the hosted WEFMAX.

- **Communications Committee** - Coordinates, develops, and distributes materials pertaining to the HOD, both internally and with outside stakeholders. Responsibilities include: New delegate onboarding; Development and distribution of quarterly HOD reports and BOT backgrounders; Content development for monthly HOD videos; And management and content development for HOD social media, including the LinkedIn page. Delegates of all tenure (including Incoming Year 1 Delegates) are encouraged to apply.

- **Water Advocacy Committee** - Works to strengthen Member Association (MA) Water Advocacy efforts with a focus on local, state, and regional approaches. Builds on research completed to date and gains more understanding of existing MA Water Advocacy programs. Provides a platform to share MA Advocacy efforts within the HOD and WEF with the goal of reaching MA’s who do not currently have water advocacy programs or efforts. Delegates of all tenure (including Incoming Year 1 Delegates) are encouraged to apply.

**Workgroups (2-3 Hours Estimated Commitment per Month)**

- **WEOFMAX**
- **WEF Member Association Exchange**
- **HOD Orientation Session**
- **WEFTEC**