

2024-2025 HOD DAL Strategy and Implementation Work Group Charter

Work Group Title: HOD DAL Strategy and Implementation

Work Group Description: The intent of this Work Group is to develop a strategy for DALs in the HOD of the Future and to implement the plan to roll out for the 2025-2026 year.

Some points of discussion for the Work Group:

- Investigate the creation of a DAL Committee and determine a meeting frequency. This would allow the DALs to engage with each other and show their value for their constituents annually as a report to the Speaker. Taking this action would require proposing changes to the HOD P&P.
- What interaction do DALs have with their respective MAs?
- Are there any ties between the DALs and the CLC? If so, how can this connection be used as an opportunity for the DALs to engage MAs?
- Help underfunded DALs look for funding or potential grants for travel to WEFMAX or WEFTEC.

The Work Group discussions are not limited to these questions, and the intent of the Work Group is to evaluate additional topics as it pertains to the position of DAL.

This Work Group will last five months (5) months from April through September 2025.

Subgroup Descriptions: *(if applicable)*

Work Group Chair: Scott Foley

Work Group Chair Contact Information: SFoley@connectpositronic.com

Work Group Vice-Chair: Archana Sharma

Work Group Vice-Chair Contact Information: Archana.Sharma@meadhunt.com

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

Work Group Goals and Deliverables:

- Develop a method and framework in which all 12 DALs meet periodically throughout the year.
- Develop a reporting system where a summary is created to report back to the HOD at each annual WEFTEC, reflecting all the activities the DALs have done regarding outreach, constituency, and other activities.
- Evaluate and create a mechanism/system to help fund/support DALs since they may not be attached to an MA.

- Develop a process where the 12 DALs work with the HOD Communication Committee to flow information to stakeholders regarding DAL activities.
- Create a process where the DALs can be used as “Ambassadors” for and to the WEF HOD.
- List of recommendations for consideration by the Speaker, Speaker-Elect, Board of Trustees, and WEF staff.
- Proposed updates to the Policies and Procedures
 - Insert edits directly into a copy of the Policies and Procedures with tracked changes.
- List of any other outcomes from all the Work Group efforts to meet the stated goals.
- PowerPoint presentation of outcomes including recommendations and a sample of proposed updates to the Policies and Procedures.

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 Chair

Work Group Schedule of Conference Calls: Monthly at a **day/time**.

Work Group Member Expectations:

Duties and Responsibilities of Work Group Chair and Vice Chair:

- 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 each meeting to 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 meeting quarterly meetings and at each WEFMAX.

Duties and Responsibilities of Sub-Group Leader (as needed):

- Act as a liaison for the Work Group Chair and Vice-Chair.
- Preside over Sub-Group progress meetings.
- Attend and be prepared for Work Group progress meetings.
- Provide verbal updates of Sub-Group progress at each meeting or a written update if unable to attend.
- Provide two 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 Sub-Group calls regularly.
- Be prepared for biweekly meetings and be responsive to email requests.
- *TBD by Work Group*

Work Group Roster:

TBD