

2024-2025 HOD Document Management and Historical Work Group Charter

Work Group Title: Document Management and Historical Work Group

Work Group Description: The intent of this Work Group is to continue the work from the 2016 document naming convention and file structure for WEFCOM from the Outreach Committee. The primary goal is to set up a filing structure that can be used from year to year to house the deliverables of the HOD Work Groups and/or Task Forces and document membership, speakers, committee chairs, work group chairs, and VSA winners. As part of the scope of this Charter, the members will:

- Retrieve the work previously done by the Outreach Committee.
- Evaluate the previous work for relevance.
- Develop a process for storing data in WEF Unity and/or other approved locations/platforms.
- Part of the process will be to determine how to:
 - Utilize files from the Communications Committee in 2023-2024.
 - Develop document organization and retention structure.
 - Sort the Historical Data in a logical format so it can be retrieved easily by future HOD members.
 - Collect and determine a list of historical Work Groups and/or Task Forces.
 - Write a brief history of the House of Delegates. Consult with WEF to gather any other documentation that would help document our history.
 - Coordinate with the Communications Committee.

The Work Group discussions are not limited to these topics, and the intent of the Work Group is to evaluate additional topics as it pertains to the promotion of the webinars and encourage engagement with the MAs.

This Work Group will last for a duration of five (5) months.

Subgroup Descriptions: *(if applicable)*

Work Group Chair: ValaRae Partee

Work Group Chair Contact Information: vmpartee@gmail.com

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

Work Group Goals and Deliverables:

- List of recommendations for consideration by the Speaker, Speaker-Elect, Past-Speaker, and WEF staff.
- One-page checklist for annual filing and record keeping.
- Coordinate with the Communications Committee to hand this process off to them for the next year.
- PowerPoint presentation for HOD.

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 on a regular basis.
- Be prepared for biweekly meetings and be responsive to email requests.
- *TBD by Work Group*

Work Group Roster:

TBD