

2017 /2018 House of Delegates Work Group Charter

Work Group Title: *Membership Relations Workgroup*

Work Group Description: *The Membership Relations Workgroup will assist in the effective implementation and communication of the WEF Membership Dues Strategy By 1) educating the Delegates on the Strategy, 2) Providing organized feedback to the BOT and WEF Staff and 3) Development of informational materials (e.g. toolkit, fact sheet, etc.) that can be utilized by MAs to educate members on the Strategy and process.*

The workgroup will also continue the work of the 2015-2017 HOD Membership Workgroups in soliciting feedback from the MAs and WEF Staff on how to effectively develop promotional material to accompany the list of new members generated from the WEFTEC Membership Initiative It will also explore the possibility of extending conference reciprocity to the MA's that participated in the program. Additionally, this workgroup will assist the BOT and staff in the development of the Member Engagement metrics as requested.

At least one member of this workgroup is required to become a member of the WEF Membership Committee, primarily to act as a liaison which can provide information that avoids duplicating goals, efforts and objectives.

Work Group Leader: *Ted Baker, Ohio WEA*

Work Group Leader Contact Information: *kingsnu@aol.com*

Work Group Vice Chair: *Phil Burns*

Work Group Vice Chair Contact Information: *pfburns@skw-inc.com*

Subgroup 1

Will be tasked with continuing the work from the 2015-2017 HOD membership workgroup in soliciting feedback from the MA's and WEF staff on how to effectively develop promotional material to accompany the list of new members generated from the WEFTEC membership initiative.

Subgroup 1 leader: *Steve Johnson*

Subgroup 1 members: *Timothy Wolfe, Chris Stacklin, Matt Winkelman*

Subgroup 2

Will be tasked with developing a program to educate the Delegates on the WEF Membership Dues strategy.

Subgroup 2 leader: *Mike Thomas*

Subgroup 2 members: *Saya Qualls, Kevin Dour, Sheryl Nojima, Karen Pallansch, Steve Coonan, Raynetta Marshall*

Subgroup 3

Will be tasked with developing a program of informational materials to be used by MA's to educate their members on the WEF Membership Dues strategy.

Subgroup 3 leader: Mike Roy

Subgroup 3 members: Neil Awde, Patty Kennedy, Phil Burns, Will Raatz, Mike Arends, Sue Sullivan

Work Group Goals and Deliverables:

See goals and deliverables listed above in charter description.

Work Group Schedule of Deliverables:

Speaker of the House Report Dates:

- *Mid Year – Jan #, 2017*
- *Spring – Mar #, 2017*
- *Summer – Jul #, 2017*
- *Final – Aug #, 2017*

Internal Review Deadlines: To be determined by Work Group Leader

Work Group Schedule of Conference Calls: *to be determined at WEFTEC*

Work Group Member Expectations:

Duties and Responsibilities of Work Group Leader:

- 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 a Work Group Vice Chair and Subgroup Leaders.
- Prepare four 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 Work Group Vice Chair:

- Assist Work Group Leader as needed.
- Assist Work Group Leader at the initial WEFTEC meeting including taking and distributing meeting minutes.
- Preside over monthly meetings if Work Group Leader is unavailable.
- Take minutes during the monthly meetings and distribute an action item list following the meeting.

Duties and Responsibilities of Subgroup Leader:

- Act as a liaison for the Subgroup and Work Group Leader.
- 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 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:

First Name	Last Name	Member Association	Email
Michael	Arends	Nebraska WEA	mike.arends@cityofomaha.org
Neil	Awde	WEA of Ontario	neil.awde@aecom.com
Ted	Baker	Ohio WEA	kingsnu@aol.com
Phil	Burns	Missouri WEA	pfburns@skw-inc.com
Stephen	Coonan	WEA of Texas	scoonan@apaienv.com
Kevin	Dour	Pacific Northwest CWA	kevin.dour@tetrattech.com
Keith	Hobson	Speaker-Elect	khobson@foxeng.com
Steven	Johnson	Virginia WEA	steve.johnson@alfalaval.com
Patricia	Kennedy	AZ Water Association	patty.kennedy@phoenix.gov
Aimee'	Killeen	Spaker	aimeekilleen@providenceeng.com
Raynetta	Marshall	Florida WEA	marsrc@jea.com
Sheryl	Nojima	Hawaii WEA	snojima@grayhongnojima.com
Karen	Pallansch		karen.pallansch@alexrenew.com
Saya	Qualls	Kentucky-Tennessee WEA	squalls@hazenandsawyer.com
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Michael	Roy	New Jersey WEA	mroy@obmua.com
Sue	Sullivan	New England WEA	ssullivan@neiwpc.org
Mike	Thomas	Georgia AWP	mike.thomas@ccwa.us
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Timothy	Wolfe	Chesapeake WEA	timothy.wolfe@kci.com
Penny	Young	WEF	pyoung@wef.org
Alison	Heron	WEF	aheron@wef.org
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