

## **2018-2019 House of Delegates Work Group Charter**

**Work Group Title:** *Operator Initiative Workgroup*

**Work Group Description:** *This workgroup will seek to assist the WEF Operator Advisory Panel in its mission of promoting and supporting the professional operator through the development of promotional materials to support and encourage participation in WEF operator-oriented programs and services, including the Operator Ingenuity Contest. The workgroup will also assist in the Panel's current efforts to survey MA's on operator workforce development, assist in the review of existing operator training materials (both WEF and MA developed) to provide a gap analysis for content. The workgroup will also assist in other WEF operator initiatives as the need arises. This includes but is not limited to the following:*

- *Promoting:*
  - *The role of the professional operator in the community*
  - *WEF Operations Challenge*
  - *WEF OWWLs*
- *Promoting and endorsing ABC Professional Operator Designation*
- *Passing along information for utility managers on how to support operators in the workplace*
- *Inform MAs about available WEF and other operator training materials*
- *Distributing operator-oriented articles for MA magazines*
- *Defining long-term MA operator training strategy working with OAP*
- *Investigate workforce development for future operators and living wage material to provide deliverables to MAs for distribution*

*A minimum of one member of this workgroup will act as a liaison to the Operator Advisory Panel and one member will act as a liaison to the WEF Plant Operations and Maintenance Committee. These delegates will act as liaisons to share information that avoids duplicating efforts.*

**Work Group Leader:** *David Poe*

**Work Group Leader Contact Information:** *dpoe@pbwastewater.com*

**Work Group Vice Chair:** *Dale Kocarek*

**Work Group Vice Chair Contact Information:** *Dale.Kocarek@Stantec.com*

**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 #, 2018*
- *Spring – Mar #, 2018*
- *Summer – Jul #, 2018*
- *Final – Aug #, 2018*

*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:**