

2018-2019 House of Delegates Work Group Charter

Work Group Title: *MA Resources Development and Distribution Workgroup*

Work Group Description: *The MA Resources Workgroup will work with MAs and WEF staff to identify and compile existing resources available to assist MAs in promoting and supporting their membership. It is intended that these resources can be provided in a tool kit available to all MAs.*

The workgroup will also solicit feedback from MAs on additional resources and support that would be beneficial to their members. This inquiry will build on already developed resources in some MAs that can be shared with other MAs as well as newly developed materials.

Based on the needs assessment conducted during the WEFTEC HOD Meeting and subsequent discussion with the Workgroup, the following focused topic areas were identified: MA Awards Programs and Ceremonies, MA Staffing Support and MA Financial Planning. Documents in these topic areas will be organized by applicability to MAs with and without paid staffing support. The workgroup will report to WEF staff and BOT for gaps in existing resources available.

It is anticipated that a final deliverable will include a MA toolkit containing all these resources and accessible to all MAs for future use. The toolkit is likely to include templates, examples, presentations and other forms of documented materials.

Work Group Leader: *Steven Drangsholt*

Work Group Leader Contact Information: *sdrangsholt@brwncald.com*

Work Group Vice Chair: *Nikita Lingenfelter*

Work Group Vice Chair Contact Information: *nlingenfelter@ndep.nv.gov*

Sub Group Subcommittee Leaders: *Scott Aurit & Matt Formica (MA Financial Planning), Amy Deitchler (MA Awards Programs & Ceremonies) and Glen McManus (MA Staffing Support, Bob Fischer (Training and Events).*

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: *4th Tuesday of each Month*

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: