

## **2024-2025 HOD Workforce Development Recruitment Tools for Operators Work Group Charter**

**Work Group Title:** Workforce Development Recruitment Tools for Operators Work Group

**Work Group Description:** The intent of this Work Group is to help MAs gain easy access to tools for recruiting operators from various sources.

As part of the scope of this Charter, the members will:

- Communicate the WEF 2025-2028 strategy's workforce goal to MAs
- Coordinate with WEF staff on the WEF 2025-2028 strategy's workforce goal
- Gather information from MAs who have Work Force Development Committees or Initiatives. The first step for this action is to refer to the 2023-2024 HOD Workforce Development Work Group deliverables.
- Identify operator recruitment challenges faced by MA's members and compile ideas on how WEF can support MAs on operator recruitment.
- Determine websites and other information sources from within the water sector that would be helpful in developing programs for MA Work Force Committees to use to recruit from;
  - STEM
  - Middle and High Schools
  - Technical Colleges
  - Veterans Organizations
  - Others to be Determined by Work Group

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

**Subgroup Descriptions:** *(if applicable)*

**Work Group Chair:** Mike Welke

**Work Group Chair Contact Information:** [mwelke@warren.org](mailto:mwelke@warren.org)

**Work Group Vice-Chair:** Ellen Frketic

**Work Group Vice-Chair Contact Information:** [efrketic@gmail.com](mailto:efrketic@gmail.com)

### **Work Group Goals and Deliverables:**

- List of recommendations for consideration by the Speaker, Speaker-Elect, Past-Speaker, and WEF staff.
- Toolkit containing practical information from MAs who are willing to share their content.
- PowerPoint presentation for recruiting operators.
- One-page listing of helpful links compiled from MAs and other sources.
- 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*