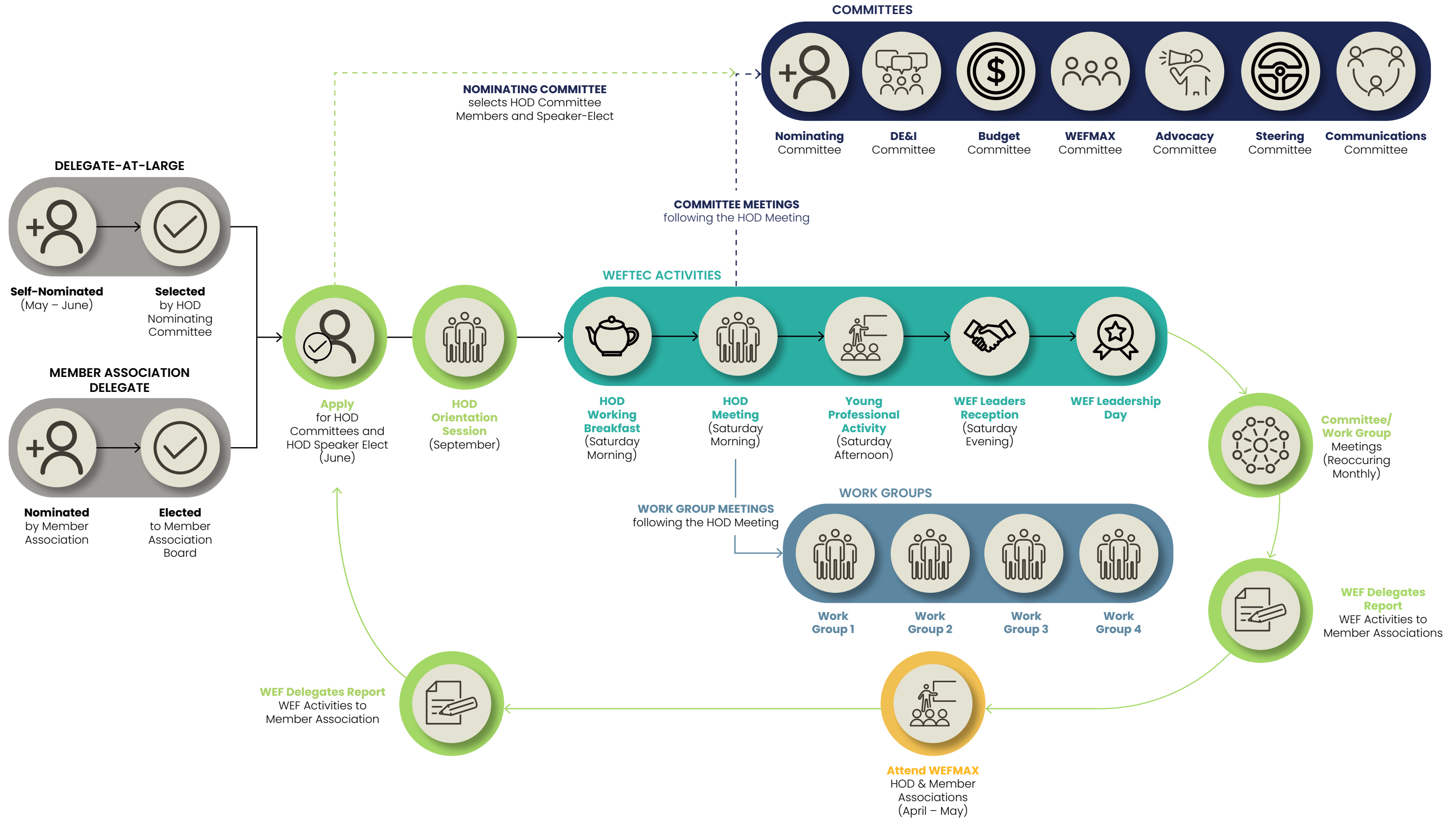


# House of Delegates

## Delegate Annual Activities Process



# House of Delegates

## Roles & Responsibilities

Unless otherwise noted, Committees and Work Groups are a 1-year commitment, starting at WEFTEC. Delegates are required to re-apply annually between May 1 and June 30. For more detailed descriptions of each committee and position refer to Section 4.0 of the HOD Policies and Procedures (<https://www.wef.org/about/Governance/HOD/>).

### Member Association Delegates (3 Year Term)

- Report back to MA Boards and membership about key takeaways from WEF and the HOD. Delegates are also expected to report from their MA back to WEF.
- Delegate nominated by MA at Annual Business Meeting and elected to MA Board
  - Liaison between MA and WEF. Other responsibilities include attendance at virtual HOD quarterly meetings, WEFTEC, at least 1 WEFMAX and participation in a HOD Work Group and/or Committee.
  - Work Group participation strongly encouraged in Year 1. Committee participation strongly encouraged in Year 2 and beyond.

### Delegate-At-Large Open to all WEF Members. Apply in June annually (3 Year Term)

- WEF Members apply in June, each year, for four (4) open Delegate-at-Large positions. Twelve (12) Delegates-at-Large are included in the HOD.
- Primary conduit for information between their self-identified constituencies and WEF. Other responsibilities include attendance at virtual HOD quarterly meetings, WEFTEC, at least 1 WEFMAX, and participation in a HOD Work Group and/or Committee. Work Group participation in Year 1 is strongly encouraged. Committee participation is strongly encouraged in Year 2 and beyond.

### Speaker-Elect Apply in June

- Assists the Speaker of the House in the performance of prescribed duties, serves on the Steering and Budget Committees, attends one to two WEFMAX meetings, and fills in for the Speaker in the event of their absence.
- Elevates to Speaker after a year and then past-Speaker the following year.

### Committees Apply in June (2-3 Hours Estimated Commitment per Month)

- **Budget Committee**
  - Reviews the WEF budget development process with the WEF Treasurer, Finance Staff, and CLC Leadership, and manages the MA Grant Program. 1st Year Delegates are encouraged to apply
- **Nominating Committee**
  - Receives and reviews the submitted nominations for the standing HOD Committees, the WEF Nominating Committee, and Speaker-Elect and makes recommendations to the Speaker, which are presented to and approved by the HOD.
- **Steering Committee**
  - Consists of the Speaker, Speaker-Elect, Past Speaker, Work Group Chairs and HOD Committee Chairs. Advises the Board of Trustees on issues of strategic direction and public policy development. Reviews and provides input on information received from Work Groups and Committees.
  - In addition, Steering Committee members shall provide a short written quarterly report summarizing the progress of their committees or Work Groups (or task force/ ad-hoc committees when applicable).
- **DE&I Committee**
  - Provides DE&I messaging to MA leadership. Facilitates quarterly DE&I networking calls with MAs. Delegates of all tenure (including Incoming Year 1 Delegates) are encouraged to apply.
- **WEFMAX Committee**
  - Identifies and selects Host MA's for future WEFMAX meetings, updates and maintains Host guidelines and agreements and advises Host MA's in preparation of the hosted WEFMAX.

- **Communications Committee**

- Coordinates, develops, and distributes materials pertaining to the HOD, both internally and with outside stakeholders. Responsibilities include: New delegate onboarding; Development and distribution of quarterly HOD reports and BOT backgrounders; Content development for monthly HOD videos; And management and content development for HOD social media, including the LinkedIn page. Delegates of all tenure (including Incoming Year 1 Delegates) are encouraged to apply.

- **Water Advocacy Committee**

- Works to strengthen Member Association (MA) Water Advocacy efforts with a focus on local, state, and regional approaches. Builds on research completed to date and gains more understanding of existing MA Water Advocacy programs. Provides a platform to share MA Advocacy efforts within the HOD and WEF with the goal of reaching MA's who do not currently have water advocacy programs or efforts. Delegates of all tenure (including Incoming Year 1 Delegates) are encouraged to apply.

### Work Groups (2-3 Hours Estimated Commitment per Month)

- Work Group topics are identified by the Speaker and Speaker-Elect, working in conjunction with the Board of Trustees.
- Work Groups are open to participation from all Delegates and typically meet monthly for an hour to discuss activities / progress
- The HOD Orientation is intended to be informational and for the purpose of briefing the HOD on the activities of WEF, past WEFMAX meetings, and preparation for the upcoming WEFTEC meeting.

### Description of Mandatory Delegate Meetings & Activities

#### WEFMAX WEF Member Association Exchange

- 3 in-person meetings held in the Spring each year
- 1.5 day event held at three locations throughout North America
- Multiple presentations by WEF Leadership and MA Leadership.
- Networking with Board of Trustees, CLC Leadership, WEF Delegates, and MA Leadership (Board and Committee Members)

#### HOD Orientation Session

- Time frame: about 1 month prior to WEFTEC
- The HOD Orientation is intended to be informational for the purpose of briefing the HOD on the activities of WEF, past WEFMAX meetings, and preparation for the upcoming WEFTEC meeting. Includes Board of Trustees Update; WEFMAX Meeting Summary; Discussion of Potential Work Groups, and Nominations for WEF Vice President, BOT Nominees, Speaker-Elect and Committee Members

#### WEFTEC

- HOD Working Session – Topics will be identified by the HOD Speaker and Delegates will work in groups to discuss opportunities for enhancements in HOD activities.
- HOD Meeting – Recap of HOD year's activities; election and confirmation of nominees; confirmation of the Speaker; election of the Speaker-Elect; State of WEF (WEF President); Committee and Work Group Reports; Vision for the Coming Year (WEF President); Recommendations to the WEF Board of Trustees.
- HOD/CLC Meeting. Communication of key activities between the HOD and Community Leadership Council
- Young Professional Activity
- WEF Leaders Reception Join WEF Leaders, both past and present, for a networking reception.
- WEF Leadership Day Open to all MA Leadership (board and committee members) and Delegates. Two-hour event/activity focused on sharing information between WEF and MA members.