

4.13.1.1 Strategic Planning Committee Job Description

CHAIRMAN: President elect

MEMBERS: Current committee chairs and vice chairs.
Additionally, committee members are selected from volunteer forms submitted on an annual basis to the Association or by appointment of the chairman.
Leadership from the Societies, Institutes and Councils, affiliate member representation, representation from large, medium and small offices including broker representation.
Liaisons between the Association and community organizations, ie. Chambers of Commerce.

TERM: Committee year is as defined by the Association bylaws (one year total).

MEETINGS: Meetings will be held at the call of the Chairperson at least three times per year.

ATTENDANCE REQUIREMENTS: Any committee member missing two (2) regular or special meetings without excuse acceptable to the Chairperson or Vice Chairperson shall be removed from the committee (Ref. 1.1.1.8).

DUTIES: The Strategic Planning Committee will be responsible for ongoing evaluation of the Strategic Plan.

Specific duties include:

- ◆ Evaluate strategic plan to determine that goals and objective are being meet.
- ◆ Evaluate strategic plan to ascertain the goals, objectives and priorities are applicable to the current industry trends.
- ◆ Develop a timeline and action plan in line with annual budgeting process.
- ◆ Determine areas of weakness in implementation and make recommendations.
- ◆ Conduct member surveys and focus groups to assess member needs every three years with periodic surveys in the interim to ensure that the Association is meeting the Mission Statement.
- ◆ Make recommendations to the Board of Directors on changes to the Strategic Plan.
- ◆ A full re-evaluation of the Strategic Plan should occur every three years.

Approved by Strat Planning: 4/7/2005

Approved by Bylaws & Policy: 12/05/05

Approved by Board of Directors: 12/15/05