

Chairman Strategic Planning Job Description

The Chairman of Strategic Planning and the Strategic Planning Committee work with the membership, including the Board, to develop a strategic plan to ensure achievement of the chapter's mission and vision statements. She shall report to the President-Elect.

The Chairman of Strategic Planning and the committee shall oversee and manage the annual evaluation process as written in National Assistance League®'s 2006 Strategic Planning and the Annual Evaluation Process. Throughout the term in office, the Chairman shall provide updates to National regarding a new Strategic Plan, creation of an Advisory Council, etc. These forms are needed to conduct reviews with their direct reports prior to submitting the current year's evaluation during the Board meeting in May and the upcoming year's operating plan for Board and Membership approval in September.

From time to time, approximately every five years, it will be necessary to conduct a Strategic Planning exercise and develop Action Plans that will require research, recommendations and motions for implementation through reports to the Board and general membership. The Chairman of Strategic Planning and Committee will be responsible for managing the Strategic Planning Exercise and process that will involve multiple small groups of the general membership with particular expertise and/or interest in a specific area of activity such as marketing, organization, management, information technology, etc.

Required Skills:

- Effective business communication skills (i.e. written and oral)
- Advanced computer skills (i.e. word, excel, powerpoint)

Training:

- Attend Board training.
- Be familiar with the **Standardization of Assistance League of Indianapolis Written Material** and follow its guidelines for preparation of press releases and other document sent to the media.
- Develop a working knowledge of Chapter Bylaws, Policies, and Standing Rules.
- Follow Assistance League of Indianapolis Policies and Standing Rules.
- Familiarize self with National Assistance League® Manual for Public Relations and the required terminology for writing or speaking about Assistance League
- Learn how to use Survey Monkey
-

CHAIRMAN – Specific Duties:

Maintain hard drive copy as well as hard copy of the current Operating Plan and the documents generated during a Strategic Planning Exercise and Action Plan research and implementation. The Chairman will provide copies and updates/revisions to the Board and general membership through e-mail distribution as well as with articles in the monthly newsletter. The Operating Plan is to be revised and updated by the Vice Presidents.

Attend all regular meetings and Board meetings. Inform President in advance to be on meeting agendas.

Select and recruit members of committee with approval of President-Elect.

The Chairman of Strategic Planning shall serve a two-year term of office.

COMMITTEE – Duties include:

Members shall serve for two-year terms that are staggered so that two members' terms end with chairman's term and three members end their terms the opposite year. No member shall serve two consecutive two-year terms.

Number of members shall be five (5), including the Chairman of Properties, but not counting Chairman and President-Elect. President-Elect shall be a member. President is an ex-officio member. At least one member shall have Assistance League® of Indianapolis resource development experience and another member with Assistance League of Indianapolis philanthropic experience or comparable professional experience and expertise.

The Vice Presidents Marketing, Resource Development, Membership and Philanthropic Programs shall schedule year-end reviews during May with the newly elected Vice Presidents and those reviews shall include the President Elect and the Chairman of Strategic Planning and Committee. The committee shall be responsible for the compilation of those evaluations and the dissemination of those evaluations with reports in August to the Board and General Membership. The annual operating plan shall be presented to the Board and membership in September.

The Chairman and the committee shall be familiar with all aspects of National Assistance League's book on Strategic Planning and the Annual Review and Evaluation Processes.

The Chairman shall schedule regular meetings of the committee and plan the agenda. She shall be responsible for keeping records of committee's activities and take minutes at committee meetings, giving a copy to the President and President-Elect.

She shall maintain detailed financial records for this position and keep in Procedure Manual. Include a copy in annual report.

She shall revise and update job description as needed and approve changes with President-Elect by January.

She shall prepare budget requests in February/March and submit to President-Elect for Budget Committee consideration. Budget requests shall include:

- Projected expenses for rest of current fiscal year.
- Projected expenses for next fiscal year

Prepare two (2) copies of Annual Report for this position—one copy for President's file and one copy to the Procedure Manual.

Pass on Procedure Manual and train and mentor incoming Chairman.

ADVISORY COUNCIL

The Chairman of Strategic Planning shall also assist the President and President-Elect in their capacity as liaison to the members of the Advisory Council. The responsibilities include providing briefing books (reviewed and approved by the Vice President Marketing) to incoming Council members that will provide information about National's and our Chapter's structure and organization, as well as information regarding the philanthropic programs; finance committee and fundraising activities; marketing and communications; and membership recruiting and retention activities. On a monthly basis, a calendar of workshops, meetings and public relations activities will also be provided. The Chairman of Strategic Planning shall assist the President and President-Elect with the annual breakfast meeting with the members of the Board and the members of the Council. However, only the

President or her designated representative may place a request for advice and counsel to any of the members of the Advisory Council.

* * *