**Chairman Strategic Planning Job Description – Revised 1/20/20**

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.

Throughout the term in office, the Chairman shall provide updates to National regarding a new Strategic Plan, creation of an Advisory Council, etc.

From time to time, approximately every three 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.

  Manual for Public Relations and
the required terminology for writing or speaking about Assistance League

 **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 The Chairman will provide copies and updates/revisions to the Board and general membership through e-mail distribution.

 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.

 Annually update our profile for non-profits on Candid(formerly GuideStar), a website used by companies and individuals looking for a charity to support.

**COMMITTEE – Duties include:**Members should 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 ex-officio member.) At least one member shall have Assistance 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 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.

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

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. 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.

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