

STRATEGIC PLANNING CHAIRMAN

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.02 Elective Standing Committees

Strategic Planning. The Strategic Planning Chairman shall be chairman of this committee. This committee shall be composed of four (4) members who shall serve a two (2) year term with two (2) members appointed each year by the President and one (1) to three (3) members appointed by the chairman to serve a one (1) year term. The duties of the committee shall be to: develop a strategic plan for the chapter's future growth and direction; organize the evaluation of philanthropic programs, fundraising activities, and other chapter functions every two years.

The chairman shall:

1. Attend monthly Board meetings and submit reports.
2. Review, evaluate and revise the Assistance League of Salt Lake City five-year plan.
3. Update annual strategic plan and monitor plan implementation.
4. Establish subcommittees to research and make recommendations regarding specific concerns.
5. Prepare necessary materials and agenda for the annual evaluation meeting and report findings to Board, membership and committee chairmen, with recommendations for new policies or procedures.
6. Assist committees and programs, as requested by committee chairmen, in performing evaluations or surveys.
7. Maintain a chapter strategic planning procedure book, including pertinent national materials.
8. Prepare two (2) copies of the annual report to be submitted to the President by April 15, retaining the original for the Strategic Planning chapter procedure book.
9. Discuss job description changes with the Education Chairman.

Technology skills: MS Word, email