

Planning Committee Job Description

The Planning Committee is typically made up of 3-4 Board members who are committed to leading the organization in the development of its Strategic Plan and to ensuring the organization implements the Plan once it's completed. The Committee should also include the Executive Director or lead staff person. Key senior program staff may also participate.

The Strategic planning process varies considerably from one organization to the next depending on a variety of factors, including the organization's size and age, staffing levels, the existence of a previous Strategic Plan and the organization's structure. The Planning Committee's role includes identifying the appropriate level of planning that is needed and the planning process that makes most sense for the organization.

The following list outlines the major steps in a Strategic Planning process which members of the Planning Committee - working with the facilitator - will undertake or oversee. Note that because every organization's planning process is unique, not all of these steps may apply.

- Design a planning process appropriate for the organization given its capacity and current situation, including timelines and individual assignments.
- Keep the Board of Directors informed of planning process and invite Board members' participation when appropriate.
- If a prior Strategic Plan exists, work with staff to assess progress made on meeting its stated goals.
- Analyze the organization's current situation, which *may* include:
 - Interviewing or surveying a select list of key stakeholders
 - Interviewing or surveying the organization's Board of Directors and staff
 - Conducting a membership survey
- Using the above information, identify key Critical Issues that the Plan needs to address.
- As needed, begin work to inform and educate the Board on those Critical Issues. This may include engaging stakeholders in conversations about those key issues, seeking the advice of outside experts and/or developing recommendations to present to the Board at the Planning Retreat.
- Host a Board planning retreat, including securing a location, planning logistics and ensuring broad Board participation.
- Work with staff, the facilitator and other Board members to ensure the Planning document is completed within a reasonable timeframe following the retreat and is adopted by the Board.
- Ensure the Strategic Plan is implemented by guiding and supporting staff (if the organization is staffed) and Board committees in the development of related fundraising plans and work plans and by providing leadership within the Board to ensure it regularly monitors progress on meeting the Plan's goals and objectives. (Note: while members of the Planning Committee can serve as leaders on this task, implementation of the Plan is the responsibility of the entire Board and staff).