

PSEA LONG RANGE PLANNING COMMITTEE CHARGE AND SOP

Scope: The PSEA Long Range Planning Committee is a standing committee responsible for developing short term (current year), mid range (one year to five years) and long range (beyond five years) goals and objectives for the Society; and designing specific programs to attain these goals and objectives.

Term: The committee's work commences on July 1 with installation of the new PSEA officers and directors and ends on June 30 of each year.

Members: Chair and no less than 2 members

Charges & Responsibilities:

- Review and analyze the Society's existing goals and objectives.
- Solicit input from the Officers, Directors and all Committees to determine goals and objectives.
- Conduct periodic member surveys to determine the future direction of the Society, including membership desires for new programs and activities.
- In accordance with the PSEA mission statement and strategic plan, assess the short term, mid range and long term needs of PSEA and its committees.
- Develop short term, mid range and long range goals and objectives for the Society.
- Design and recommend specific programs necessary to successfully achieve these goals and objectives.
- Report all proposed committee recommendations to the PSEA Board for approval prior to implementation.
- Collaborate with any PSEA committees as appropriate to fulfill these charges.
- Refer to the Long Range Planning Committee SOP for more information on the process.

PSEA LONG RANGE PLANNING COMMITTEE SOP

Composition of the Long Range Planning Committee

The Long Range Planning Committee members are appointed by the PSEA President. Generally, two of the members are also members of the Executive Committee. The members should be familiar with PSEA's mission statement, strategic plan, bylaws, Policy and Procedures Manual and Standard Operating Procedures. Due to the importance of this work, two or more committee members are usually carried over from the previous year to maintain continuity.

The PSEA Board of Directors (Board) continually seeks to identify members with strong leadership abilities. Participation in this committee is an excellent opportunity for the chair and PSEA members of the Board to evaluate members who demonstrate the requisite skills necessary to serve PSEA in the future in this or another capacity. Please keep this in mind and if a committee member exhibits extraordinary skills, please discuss with the PSEA President.

Duties of the Long Range Planning Committee

The Long Range Planning Committee is a standing committee responsible for developing and recommending programs to achieve the Society's short term (current year), mid range (one year to five years) and long range (beyond five years) goals and objectives for the Society. The committee operates according to the specific charge given by the President for the current year.

Timeline

The committee's work commences at the start of the new PSEA governance year on July 1. This marks the effective start of the committee's charge, which generally ends when the next committee's charge is effective, approximately one year later.

Shortly after the start of the fiscal year, the committee should convene to discuss its overall charge and specific strategies to achieve the initiatives. Priority is generally given to unfinished projects from the previous year, but that may change depending upon PSEA's operating environment and the President's specific charge.

The chair will schedule committee meetings as needed to accomplish its objectives for the fiscal year. The meeting schedule for the Committee's work should allow the Committee to meet its specific charges in a timely fashion and also be sensitive to the needs of its members. The chair should confirm that the meeting schedule is agreeable to the committee members and will modify it as appropriate. The committee should remain cognizant of any Board plans and intentions in its work. The chair will provide all members of the committee with a schedule of committee meetings and distribute agendas for each meeting.

The chair or a committee member may prepare a draft report of its recommendations for proposed action. Generally, the completed committee report will be distributed to the full

committee for comments / revisions before distribution to the Board. The final committee report is then submitted to the Board for approval.

An invitation to the chair is extended when the chair's presence at the Board meeting is required by the President. If the President requests the chair attend a meeting, his / her travel expenses will be reimbursed according to the established reimbursement policies found within the PSEA Policy and Procedures Manual.