

Strategic Planning Committee Members Job Descriptions

Time Frame: 5-6 months

Committee members:

- 10-14 individuals who cope with change, think conceptually and have an orientation towards the future
- Committee should have cross-section of camp stakeholders (alumni, parents, donors, former-staff and may include non-Board and non-staff members.
- Board members make up majority of committee; chaired by vice president (incoming leader) of board
- Staff involvement: In addition to the executive director, include 2-3 staff who represent different levels and perspectives

Committee work:

- Months 1-2
 - Scan the external environment for future trends which might impact the organization
 - Survey stakeholders on organizational issues
- Months 2-3
 - Review mission and vision of organization
 - Prioritize 4-6 critical strategic issues currently facing the camp;
 - Identify the camp strengths and challenges in these 4-6 critical issues
- Months 3-4
 - Gather necessary information related to these 4-6 critical issues through personal meetings and/or focus groups
 - Formulate organizational goals to address 4-6 critical issues.
- Months 4-6
 - Review work-plans written by staff to address key strategic issues
 - Finalize draft of strategic plan for full board review

Expected Committee member time commitment:

Over 5-6 months, anticipate:

- Six-seven 2 hour meetings; two 4 hour sessions; average of one hour/week review of email documents and/or discussion with other stakeholders
- **Total average time commitment = 50 hours = 7-8 hours per month for committee members**