A. **Purpose**

The Long-Range Planning Committee was formed to take a fresh long-range look at RETA as an organization. In April of 1991, the RETA Board recognized that we were entertaining tough economic times and if RETA continued business as usual, the organization would be subject to the same cutbacks and failures that would face other trade associations and business in general. The committee was formed to evaluate the strengths and weaknesses of RETA and develop a well thought out long range plan with realistic, down-to-earth implementations by the associations staff and volunteer time which would assure the success of RETA and implement the developed “Mission Statement”.

**Mission Statement**

**TO ENHANCE THE PROFESSIONAL DEVELOPMENT OF INDUSTRIAL REFRIGERATION OPERATING AND TECHNICAL ENGINEERS**

B. **Responsibilities**

1. The responsibility of the Chair of the committee is to continuously ask the committee to determine the following:
   - Where are we?
   - Where do we want to be?
   - How are we going to get there?

2. The determinations agree to be implemented throughout the following parts of the plan:
   - **Mission Statement** – The reason the organization exists.
   - **Key Assumptions** – Forces outside the organization over which we have no control, but which will affect it positively or negatively.
   - **Situation Analysis** – An analysis of the organization’s strengths, weaknesses and problems as they currently appear, plus existing perceptions of the organization by its members.
   - **Five Year Goals** – Specific goals as an organization, reachable within five years.
   - **Annual Objectives** – Priority areas of accomplishment reviewed and set annually, measurable and quantifiable – the “how to” of goal setting. Examples are projects and activities, organization and structure changes, leadership training and identification, financial planning and organizational growth.

3. The listed characteristics of the plan are to be maintained. The committee is to note that if a long-range plan is to be successful, it is absolutely essential that it have all of the following characteristics:
   - **Volunteer developed** is absolutely key that it be the product of the association leaders and members, ensuring “their” ownership of it – not developed and handed to them by an outside consultant or the association staff.
   - **Commitment** of each level of the organization at each stage of its development, from the LRP Committee down through the Board and the membership.
• A “real plan” that is member developed, used for annual planning, as a benchmark for suggested new directions or programs, and continually updated and revised.

• **Not a “window-dressing plan”** developed because it’s the thing to do and an outside source was hired to prepare one.

• **Team implemented** by officers, LRP Committee, Board, staff, committees and members.

• **Basis for annual objectives** as the five-year goals are broken down into a series of manageable annual “chunks”.

• **Carried on through Committee changes** through written job descriptions to carry out annual objectives.

• **Time frame of approximately two years to complete** the Plan if it is to be taken seriously and not viewed as just going through the motions.