

# **STRATEGIC PLANNING**

September 2012

## **MISSION STATEMENT**

The mission of the Strategic Planning Committee is to be a written guide for the chapter/BOD in the Mandates of the chapter.

### **I. OBJECTIVES AND RESPONSIBILITIES**

- To define the stakeholders of the Chapter
- To define the strengths, weaknesses, opportunities and threats to the success of the Chapter
- To establish the success of the Chapter
- To enhance the success by reviewing each year and reporting the outcome of the previous year

### **II. ORGANIZATION**

A manager appointed by the Executive Vice President will head the Strategic Planning Committee. The manager will report directly to the Executive Vice President.

### **III. GUIDELINES**

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members (maintaining at least two from prior year). These members should be actively involved in the local chapter with a working knowledge of how the chapter has conducted business during the chapter year. (EVP should be part of the committee.)
- Manage the functions of the committee.
- Submit status reports and final plan to the Executive Vice President for approval from the BOD.

### **IV. PROCEDURES**

- Review the previous year report. Rank the performance of the chapter.
- Create a report on the adherence to the previous plan
- Develop a plan for the next year
- Present the plan to the BOD for approval
- Ensure the plan is posted to the Website

**V. FINANCIAL**

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.