

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

7.8

Strategic Planning Committee Operating Code
Revised 04-06-2013

- I. NAME: Strategic Planning Committee
- II. PURPOSE:
 - A. To develop the ideas and suggestions of Division and Section leadership and membership into a sequential future plan to be followed by the Association.
 - B. To recommend both short- and long-range plans to the Board of Directors for consideration.
- III. ORGANIZATION:
 - A. The Committee shall be a Standing Committee.
 - B. The Committee shall consist of seven members: the Past President, the President-Elect, three Past Vice Presidents (on a rotating basis), and two non-Board members appointed by President-Elect and approved by the Board of Directors serving two-year staggered terms. The Executive Director shall function as an ex-officio member.
 - C. The President-Elect shall serve as the Chair.
 - D. If a Committee member resigns or is unable to fulfill committee responsibilities, the president shall appoint a replacement.
- IV. RESPONSIBILITIES:
 - A. The Committee shall develop a Strategic Plan to be presented to the Board of Directors and the Representative Assembly.
 - 1. The first meeting of the Committee shall be at the VAHPERD Convention after elections.
 - 2. Additional meetings will be scheduled prior to the Summer Board meeting to accomplish its task.
 - 3. The Committee shall present the Strategic Plan at the Summer Board meeting for approval.
 - 4. The Board-approved Strategic Plan shall be presented to the Representative Assembly for approval.
 - B. Duties of the Chair are to:

1. Call and preside at all meetings.
 2. Submit the Strategic Plan to the Board of Directors and the Representative Assembly.
 3. The Chair shall prepare a written annual report and submit to the Executive Director one week prior to the first Board of Directors meeting at the annual convention.
 4. Prepares and submits any needed budget requests for consideration of the Board of Directors through the Executive Director for the next fiscal year
 5. Funds are available (Refer to Policies and Procedures)
- C. Duties of the Committee are to:
1. Design a plan, which reflects the ideas and suggestions of the entire membership.
 2. Assess issues, trends, reports, resolutions, etc., and synthesize these into a meaningful plan.
 3. Formulate a plan to include, but not limited to, the following:
 - a. improving the structure of the organization
 - b. increasing the membership
 - c. promoting communication
 - d. facilitating professionalism
 - e. promoting educational development services
 - f. develop outreach programs to address the needs of members around the state