



Your Nonprofit Advisor
www.YourNonprofitAdvisor.com 727-822-2484

**Area Agency on Aging of Pasco-Pinellas
Strategic Planning Steering Committee**

STRATEGIC PLANNING COMMITTEE

DESCRIPTION:

RESPONSIBLE TO: Board of Directors

STAFF RESOURCE: Executive Director

DESCRIPTION:

- To plan and lead the board's strategic planning process
- To ensure that the planning process results in a plan that meets the community's needs and accomplishes the organization's mission.
- To ensure that the organization has the resources needed to implement its plan
- To oversee the board's implementation process so that strategic plan goals are met
- To ensure that there is an ongoing reporting and evaluation process for all planning initiatives
- To institutionalize planning so that it is an ongoing process

MAJOR RESPONSIBILITIES:

- Provide leadership for the Board's strategic planning efforts and ensure the involvement of individual board members
- Champion and guide the strategic planning process
- Create a comprehensive planning calendar for completing the strategic plan
- Ensure substantive community input by coordinating the board's SWOT (Strengths, Weaknesses, Opportunities and Threats) initiatives including the identification of stakeholder constituencies as well as the recruitment and training of board leadership for these SWOT groups
- Provide input into the trend/demographic research process to identify potential community needs in the future
- Provide input on objectives for facilitation process & expected outcomes for retreats and training sessions
- Ensure that the Board approves the Strategic plan and any subsequent revisions
- Work with the board to ensure that appropriate Board Committees/Work Groups are established to implement the strategic plan
- Follow-up with Board Committees/Work Groups to ensure that implementation plans are completed for each goal with specific assignments and deadlines
- Ensure that a consolidated implementation plan that includes all activities, assignments and deadlines is constructed
- Make sure that appropriate resources are allocated for plan implementation based on priorities
- Oversee a regularly scheduled reporting process on goal achievement to the Board
- Make sure that there is a review and evaluation of the strategic plan every 6 months
- Oversee the Board's revision of its strategic plan based on evaluation results
- Make sure that the plan is updated at least annually
- Institutionalize the planning process so that is strategic, systematic and sustainable



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LENGTH OF COMMITMENT:

- Committee members are asked to make a one year commitment to serve on this committee

TIME INVOLVEMENT:

- Attendance at approximately 2 to 3 meetings
- Approximately one hour per month – recruitment, training, follow-up with committees, etc.
- Attendance and active participation in all planning retreats and implementation activities
- Active participation in recruitment and committee activities

Signature

Date