



**PLANNING COMMITTEE
MANUAL OF PROCEDURES**

Approved by PLC on 06/08/2017

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MANUAL OF PROCEDURES (MOP)
PLANNING COMMITTEE

1 INTRODUCTION

- 1.1 This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Planning Committee (PLC) as prescribed in the Rules of the Board (ROB).
- 1.2 The MOP provides a description of some, but not all, of the duties and responsibilities of the PLC chair, members, and staff liaison.

2 RESPONSIBILITIES OF PLC MEMBERS

- 2.1 Provide information to the Board of Directors on strategic planning and related activities.
- 2.2 Review the structure and operations of the Society and prepare recommendations for changes as needed.
- 2.3 Advise all standing bodies, committees and councils, on how they can contribute to the strategic planning process.
- 2.4 Maintain a reference manual for the PLC, containing an operational plan for the committee, which shall contain information on the regular review of the strategic plan and supporting documents, as well as other materials necessary for the efficient conduct of PLC business.
- 2.6 Annual review of the Rules of the Board pertinent to the operation of PLC with recommendations for changes forwarded to Society Rules Committee for review and approval.

3 RESPONSIBILITIES OF THE CHAIR

- 3.1 Preside over meetings of PLC.
- 3.2 Prepare reports for the Board of Directors and PLC as required.
- 3.3 Assign a mentor for each new committee member.
- 3.4 Designate ad-hoc committees and assign planning committee members tasks as needed to discharge PLC duties.
- 3.5 Call additional meetings of PLC as needed to respond to workload.
- 3.6 Develop MBO's for the PLC for the Society year in which they are chair.
- 3.7 Review the reference manual annually.

4 RESPONSIBILITIES OF THE STAFF LIAISON

- 4.1 Maintain all official PLC reports, correspondence, and documentation of PLC actions taken by committee members individually and collectively.
- 4.2 Assist the Chair with preparation of the agendas and supporting documentation for PLC meetings, and provide this information to PLC members prior to the meeting.
- 4.3 Generate and submit meeting minutes to the Chair for approval prior to distribution to the committee within 60 days after committee meetings.
- 4.4 Implement actions approved by PLC.
- 4.5 Assist the committee as necessary in the management of its activities.

5 RESPONSIBILITIES OF ALL PLC MEMBERS

- 5.1 Attend all committee meetings.
- 5.2 Act as a liaison to one or more councils or committees or other bodies as assigned. Interface with appropriate councils or committees as needed.
- 5.3 Keep current on all planning-related documents and rules approved by the Board of Directors or the Membership.
- 5.4 Fully participate in all assigned activities and complete assignments by the designated time.