

## **Administrative Division**

### **Committee Name: Strategic Planning Subcommittee**

**Committee Charge:** Evaluates long term goals of USTA-Georgia and in accordance with its mission statement prepares a statement of vision, goals and strategic directions/priorities with associated tactics and metrics for assessing the organization's performance over a two to three year time period and presents to Board of Directors for review and approval. Once approved the committee will monitor progress toward meeting the stated goals and priorities and recommend any changes as priorities change.

**Committee Chair Responsibilities:** The role of the Committee Chair is to facilitate effective and efficient committee operations including frequent communications with committee members, assigned Staff Liaison, and Division Board Liaison. Committee Chair should keep USTA-GA President and Division Board Liaison aware of any significant issues or concerns.

Committee Chair should:

- Exercise leadership
- Attend all meetings
- Recommend a Vice Chair to the President, if appropriate and needed
- Coordinate meeting plans and agenda with Staff Liaison
- Establish ground rules for meetings and agenda
- Establish a committee members roster of names and appropriate contact information, i.e. phone numbers and e-mail addresses
- Establish meeting schedule to all Committee Members and note if a meeting will be held via conference call or if a physical meeting is necessary
- Clarify the responsibilities of Committee Members their specific responsibilities or assign an existing Committee Member as a mentor to new Committee Members
- Ensure clear communication with Staff Liaison if assistance is required or needed
- Assign the role of recorder to document notes and specific actions and or decision recommendations at each meeting
- Submit written recommendations of the Committee to the Board Liaison, Staff Liaison and President within seven days of the meeting

- Notify President and Board Liaison of any member with frequent absences or non-participation
- Keep President and Board Liaison informed of on-going issues or concerns
- Obtain a copy of exiting Strategic Directions plan of USTA-Southern and USTA from respective websites and distribute to committee members for all to become familiar and review prior to annual review of USTA-Georgia's Strategic Directions plan
- Obtain a copy of USTA-Georgia's existing Strategic Directions plan from website or from Executive Director of USTA-Georgia and distribute to committee members for all to review
- Obtain and review requests for any changes/amendments/deletions as directed by Board of Directors and coordinate with Committee Members to address and provide recommendations on any requests
- Coordinate with Executive Director-USTA-Georgia and Committee Members and assign specific Committees, Staff and Board Liaisons to each of the various stated goals, tactics and metrics included in the Strategic Directions plan to ensure that the Strategic Directions plan is being monitored and evaluated on an on-going basis

**Committee Members Responsibilities:** Each Committee Member, including Committee Chair, is expected to act in good faith under the guidelines established in USTA-GA policy documents to support the mission without regard for personal gain and with the diligence; care and skill a prudent person in a similar position of responsibility would act.

Specific responsibilities for all Committee Members include:

- Reviews all relevant material before meetings
- Be familiar with and have a working knowledge of the committee's budget and that of the various programs as needed
- Participate in committee meetings and committee work to help achieve committee goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing in the best interests of the association and works toward fulfilling the committee's goals
- Have a good working knowledge of associated USTA-GA programs, policies and procedures
- Work together with other volunteers and staff in the spirit of cooperation and teamwork

- Be familiar and have a good working knowledge of existing USTA-GA's Strategic Directions Plan and Committee Action Plan
- Review and become familiar with USTA-Southern and USTA Strategic Directions plan
- Review and become familiar with USTA-Georgia operating policies as necessary
- Attend appropriate training meeting sessions when required

**Staff Liaison Responsibilities:** If a Staff Liaison is assigned, the Staff Liaison should be a valuable resource to the committee, answer questions, offer suggestions, raise questions and provide administrative support when appropriate.

Specific responsibilities of the Staff Liaison include:

- Make early contact with the Committee Chair and encourage participation in training
- Ensure that the Chair executes his/her administrative duties
- Provide a level of administrative support agreed upon by both the Chair and the Staff Liaison
- Assist the Chair in preparing meeting agendas
- Assist the Chair in the preparation and distribution of any working agreements
- Provide on-site support for committee meetings
- Assist in preparing committee reports to the Board of Directors
- Ensure committee's activities support the mission and the Strategic Directions Plan
- Monitor budgets and ensure projects are within budget

### **Board Liaison Responsibilities:**

The Board Liaison should perform the following duties:

- Communicate with Committee Chair by e-mail and/or phone once a month or as needed
- Communicate with Staff Liaison by email and/or phone once a month or as needed
- Prepare written reports on the actions, activities, accomplishment of the assigned committee to the Board of Directors at least three days prior to Board of Directors meetings

- Present summary of written reports and present at USTA-GA annual and semi-annual meetings and any other Board of Directors meetings as required
- Present committee recommendations to Board of Directors that require Board approval before implementation
- Attend committee meetings whenever possible
- Provide assistance and guidance when requested or if appropriate
- Learn and become familiar with the committee's charge. Purpose, activities and plans