

Strategic Planning Work Group Member Job Description

Overview:

Work group members work collaboratively with 5 to 7 other volunteers to build the organization's strategic plan. As a group, members conduct the environmental scan, develop strategic recommendations, prepare for and participate in the board retreat, and draft the final plan.

Time Commitment:

About three hours each week for a six-month period.

Member Responsibilities:

- Participate in two meetings each month [list proposed schedule]
- Complete "Homework" between meeting, which will include activities like
 - Surveying 4 - 6 key constituents
 - Reviewing program or financial information
 - Drafting brief concepts (less than half-a-page)
 - Reviewing materials before each meeting

Skills and experiences:

- Deep commitment to the organization and its mission
- Ability to work collaboratively and collegially with a team
- Willingness to contact stakeholders and have conversations
- At least one of the following abilities or skills:
 - Interviewing techniques
 - Financial analysis
 - Understanding of the community served
 - Writing and editing
 - Project management

Prior strategic planning experience is not required