**Purpose Scope Objective:**

The Long Range Planning Chair is to help provide and document the vision and guidance for the Chapter, to achieve maximum sustainability with the greatest amount of success. The Chapter will experience routine turnover in leadership so the Long Range Plan is intended to provide the tools and plans for the leadership’s guidance and continuity.

The Long Range Plan for the Chapter needs to be documented and reviewed periodically to assess the direction and accomplishments of the Chapter and revise the plan at the discretion of the Executive Committee.

**Roles and Responsibilities:**

The Long Range Planning Chair will maintain the Bakersfield Chapter Operating Guidelines (BCOG’s) to document procedures for each position on the Executive Committee as well as temporary committees required per the Chapter bylaws. These BCOG’s will serve as guidance documents for new and incumbent Executive Committee members in the performance of their position. Some committees are standing committees and others are established for a single purpose or activity (e.g. SPY or Symposium Planning Committee).

The Long Range Planning Chair will also work with the Executive Committee and interested members on developing and documenting the strategic and tactical plans for the Chapter’s future.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
  + Contribute significant voluntary time and effort to make the Chapter successful
  + Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

**Procedures:**

Once BCOG’s are established for each position and committee, they will be reviewed and updated annually by the various committee chairpersons and submitted to the Long Range Planning Chairperson.

Periodic meetings with interested members of the Chapter and Executive Committee will be held to develop and maintain a Long Range Plan for the Chapter that entails both strategic and tactical opportunities and ideas. These opportunities and ideas will be reviewed and approved by the Executive Committee whenever the plan changes. The Long Range Plan should also capture efforts towards achieving the Chapter goals.

The Long Range Plan will also be used to identity strategic and tactical plans for Chapter activities.

**Resources:**

Chapter web site

Society website – Officer Central

SWOT Tool

Balanced Scorecard and Strategic Plan document

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the Long Range Planning Chair, and shared at the annual Executive Committee meeting.