

Florida Health Sciences Library Association (FHSLA)

Policy and Procedures

Strategic Planning Committee (SPC) (03/08)

The Strategic Planning Committee will formulate the Association's Strategic Plan in accordance with the Association's Mission.

Charge:

The charge of the SPC is to identify and develop strategies to facilitate the accomplishment of the goals and objectives of FHSLA.

Objectives:

The objective is to create a Strategic Plan that meets the goals, needs and desires of the membership to increase the vitality of the organization.

Membership Appointments:

The SPC is a standing committee that reports to the President and is chaired by the Immediate Past President. The committee is comprised of 7 members, including the Chair, from various geographical regions of the state, as follows: three (3) from academic health sciences libraries, three (3) from hospital libraries, and one (1) "at large". The President and the Vice President serve as ex officio members. SPC members serve for 3 years with staggered terms so 2 new members are appointed each year as 2 members rotate off the committee. The SPC Chair appoints committee members.

General Duties of the Strategic Planning Committee:

1. Formulate the Association's Strategic Plan (SP) for approval by the membership.
2. Formulate an evaluation process for the SP.
3. Execute responsibilities assigned by the SP.

Duties and Responsibilities of the Chair:

1. Ensure that the goals and objectives of the SPC are carried out via communication and work by members.
2. Encourage and guide the SPC to be dynamic and forward looking with the various goals and objectives; communicate with the Program Committee to insure that the one and five year plans are represented at the Annual Meeting by various reports, CE's programs, themes, etc.
3. Conduct a mid-year SPC meeting to evaluate and revise the one year and five year plans, cover unfinished business from the last meeting, and discuss new business for the coming year. Those attending the meeting are the 7 SPC members, the President

and Vice-President. The Secretary may be invited as deemed necessary for taking minutes.

4. Send drafts of the revised Strategic Plans to the Executive Committee for review and approval.
5. Once feedback is received from the Executive Committee on the revised Strategic Plans, the SPC Chair and FHSLA President coordinate communication of the revised Strategic Plans to all standing and/or ad hoc committee chairs for review.
6. Feedback or recommendations from the SPC meetings to further the mission of FHSLA are also communicated to the standing and ad hoc committee chairs and coordinated with the President and SPC Chair.
7. Establish a calendar of events (see below) for the year's committee progress.
8. Report progress of the SPC mid-year meeting to the membership through the ALERT or other means of communication.
9. Confer with the President to decide if the Executive Committee Meeting held at the start of the Annual Meeting will include the Strategic Planning Committee held at the Annual FHSLA Meeting will include the complete membership of the SPC or only the Chair. Notify the SPC membership as soon as possible so necessary conference attendance plans can be made. Other principals may also be invited to attend (Past Strategic Planning Committee Chair, Committee Chairs, Newsletter Editor(s), Ad-hoc committee chairs and/or members, appointed positions, and incoming chairs, etc.)
10. Send revisions of the final draft to the general membership in the pre-conference mailing packet. This draft will alert the membership to the exact plan they will be approving at the Annual Meeting. If the final draft cannot be completed in time for mailing, revised copies of the entire Strategic Plan will be made available at the Annual Meeting.
11. Present a written SPC Annual Report to the President before the Annual Meeting
12. The SPC Chair will present the final Strategic Plan to the general membership for approval (vote) at the Annual Business Meeting. A copy is given to the incoming chair.
13. Make any final changes to the Strategic Plan and revise the Policy and Procedure Manual accordingly.
14. Pass on all necessary information, such as the final strategic plan, the POLICY AND PROCEDURE, etc. to the incoming chair. At this point, any other collected items should be relinquished.
15. Submit a copy of any meeting reports to the President for placement in the archives.
16. Committee information shall be kept in notebooks that are "current year plus four."

CALENDAR OF EVENTS

Annual Meeting: (March-April)

Beginning of the yearly cycle. new Strategic Planning Committee Chair begins after the Annual Meeting.

Mid-Year SPC Meeting: July-October

SPC Chair requests input for Strategic Plan revisions from the Executive Committee, Committee Chairs and SPC members.

Mid-Year SPC Meeting: October-January

1. SPC Chair plans meeting in location convenient for all members; sends out meeting materials and agenda ahead of meeting
2. Committee to review and revise Strategic Plans (1 and 5 year plans)
3. Discuss program for Annual Meeting to be sure it reinforces the mission and goals.
4. Review progress and evaluation action plan.
5. Review and revise Policy and Procedures Manual
6. Discuss unfinished business
7. Plan future action steps

After Mid-Year Meeting: January - February

1. Complete draft of revised Strategic Plan.
2. Send draft of revised plan to all SPC members for comments.
3. Send draft of revised SP to Executive Committee for approval.
4. Follow up on any outstanding tasks
5. Coordinate, with FHSLA President, on communicating feedback to Committee Chairs

Prior to Annual Meeting: February-April

1. Final draft of the five year Strategic Plan is sent to the general membership along with Nominating Committee report and other pre-conference mailing.
2. If final draft cannot be sent with pre-conference mailing, bring copies to the Annual Business.
3. Notify SPC members as to whether or not they have been invited to attend the joint meeting of the Executive Committee and the SPC. This will allow members ample time to make conference attendance plans.

Annual Meeting: March-May

1. SPC Chair (and members, if invited) meeting with the Executive Committee and other Committee Chairs.

2. The Strategic Plan undergoes final evaluation.
3. At the Business Meeting the Chair reports on the progress of the committee's work toward meeting the objectives of the previous year's Strategic Plan.
4. After the oral report (summary of the Annual Report), the revised five-year plan is presented to the membership for approval and vote. If any revisions are made during the joint meeting of the Strategic Planning and Executive Committee Meeting notify the membership to correct copies already distributed.
5. Submit a copy of any Annual Report and any brochures, etc. to the President for placement in the archives.