

# **KCYM JOB DESCRIPTION LONG RANGE PLANNING CHAIRMAN 2025-2026**

**Job Description:** The Long-Range Planning Chairman shall be responsible for reviewing long range issues within the Club, identified by the current Directors, Standing Chairmen and committee members, as well as the full membership.

**List of Duties:**

1. **AUTOMATIC: Chairman:** Long Range Planning
2. **AUTOMATIC COMITTEES: Member of a)** Website
3. **YOUR DIRECTOR IS:** The President-Elect
4. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meetings and all Business Meetings.
5. She shall review actions and recommendations of the previous Club Year's Long-Range Planning Committee.
6. She shall meet with her committee approximately twice a year to study and evaluate Club needs and goals, making recommendations as appropriate.
7. In November, she will schedule a committee meeting to prepare materials, survey, for the Directors and Standing Chairs.
8. In January, she shall email all Directors and Standing Committee Chairs requesting input regarding opportunities for improvement, including a survey of current goals.
9. In January, she shall meet with her committee to review opportunities for improvement from Directors and Standing Committee Chairs.
10. In January, she shall prepare and present a mid-year report.
11. In March, she shall present any proposed changes to the long range plan to the BOD for approval. After receiving approval from the BOD, she shall present the updated proposed Long Range Plan to the membership.
12. In April, she shall prepare a year-end report.

**Information Pertinent to Performance of Duties:**

1. These persons are automatically on your Committee: President, President-Elect, Website.

rev: 11/10, 3/2013, 11/2014, 3/2015, 3/2017, 3/2019, 3/2021, 3/2024

# **KCYM TIMELINE LONG RANGE PLANNING 2025-2026**

## **April:**

- Meet with predecessor and review job description, timeline and Working Notebook.

## **May:**

- Contact committee sign-ups and confirm that they still want to be on the committee. Prepare and read a report at the Joint Board Meeting confirming the committee members, either in May or June. Make a motion to include committee members listed in alphabetical order.
- Attend Installation Day Tea
- Attend Joint Board of Directors/Standing Committee Chair Meeting

## **June:**

## **July:**

## **August:**

## **September:**

- Attend Reassembly Day Tea/Business meeting.
- Attend Joint Board of Dir./Standing Committee Chair Meeting.

## **October:**

- Attend Business meeting.
- Schedule a Committee meeting to prepare a survey for Directors and Standing Committee Chairs. The survey should reflect questions for evaluating KCYM in general and more specifically, the issues assigned to each committee as spelled out in the Long Range Strategic Plan.

## **November:**

- Email all Directors and Standing Committee Chairs requesting input regarding opportunities for improvement. STRIKE

## **December:**

## **January:**

- Email all Directors and Standing Committee Chairs requesting input by survey regarding opportunities for improvement. Remind leaders of the Long Range Plan sections that pertain to their office and ask for an evaluation of the success or lack of success to meet the goals.

- Meet with the committee to review feedback from Directors and Standing Committee Chairs.
- Attend Joint Board of Dir/Standing Committee Chair Meeting.
- Prepare a mid-year report and read the report at the January meetings.
- Send report to the Electronic Records Chairman.

**February:**

- Attend Business meeting
- Review and update job description and timeline as requested by President-Elect.

**March:**

- Submit amended Long Range Plan with changes for approval at the Board Meeting, if necessary.
- If approved, you can submit same to the membership for approval at the Business Meeting.
- Make sure all committee hours have been submitted to the Service Hours Chairman.
- Prepare your working notebook to pass along to your successor either this month or in April.
- Assist with Club Commitment Day as requested
- Turn in Blue Book to President-Elect.

**April:**

- Prepare year-end report.
- If not previously done, submit final report at Business Meeting. Send a copy to the Electronic Records Chairman.
- Meet with incoming chairman.

rev: 4/10, 3/2013, 3/2017, 4/2019, 3/2020, 3/2021, 3/2024