

***Western Reserve Society SAR
Officer, Trustee & Leadership Handbook***

**Strategic Planning Committee's
Responsibilities and Guidelines**

ADMINISTRATIVE

Maintains a Committee that encourages active participation and input by all its members

Provides an up-to-date list of Committee responsibilities to each Committee member

Prepares a proposed annual budget for Committee expenditures

Prepares Annual Report of activities by December 31 of each year.

Maintains written procedures that will facilitate the assumption of responsibilities by a successor Chairman.

FUNCTIONAL

Provides a forum to identify and address issues that affect the well being of WRSSAR. Generally these issues will be broader and longer term than those routinely addressed by standing committees.

In helping the Committee focus on long-term problems, the Committee may recommend to the President that he assign certain short-term issues to a standing committee or an ad-hoc committee.