

# LONG RANGE PLANNING COMMITTEE PROCEDURES MANUAL

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## PURPOSE OF COMMITTEE

According to the By-Laws, Article VII, Section 15 and Constitution, Article III & Article VI, Section 2, the Long-Range Planning Committee shall be responsible for on-going organizational self-study. Its members shall make sure the membership addresses self-study recommendations and that the effectiveness of implemented changes is assessed. Additionally, the Long-Range Planning Committee will make recommendations for future Annual Meeting locations. The Immediate Past-President will Chair this committee.

## RESPONSIBILITIES OF THE CHAIR

The Chair of the Long-Range Planning Committee is the immediate Past-President and reports to the CACRAO President. The Vice Chair is also appointed by the President for all committees of more than five members. The Vice Chair will serve in the absence of the Chair. The Committee Chair and the Vice Chair positions are one year appointments. The Chair's responsibilities include:

- Responsibility for committee appointments, budget, and annual report;
- Calling such meetings, as shall be necessary, to take care of business;
- Communicating all concerns to the committee membership;
- Receiving recommendations for revision of the Long Range Planning from the membership of CACRAO;
- Through this committee, maintaining an ongoing review of the governing instrument to ensure that it is meeting the needs of the organization;
- Calling to the attention of the Executive Committee CACRAO practices that are not in line with the Long Range Planning Committee;
- Coordinating the Enrollment Management Institute. This includes the reviewing of institute applications, developing institute curriculums during the Annual Meeting, and determining program completion by participant.
- Recommending future Annual Meeting locations;
- Attending the Annual Meeting.

Time commitment will vary depending upon number and scope of issues raised.

## SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. The Executive Committee will provide a list of interested members and the name of the Ex-Officio member. While not addressed in the Constitution, it is recommended that the Chair should select five or more committee members, making contact to each to get a commitment before confirming in writing/email.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institution type, geographic location, gender, and ethnicity. The Chair should solicit additional members if necessary, to create the proper balance. (*It is good to have someone who has served on the Executive Committee*). Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year experience.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officio, and the member's immediate supervisor.

3. A Committee Roster must be prepared and sent to the CACRAO President, the Ex-Officio, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, telephone, e-mail, and fax are required on the roster.
4. Call a meeting for February. The committee members should receive a letter/email with the date, place, and time of the meeting, directions and advance information about the issues to be addressed. Preference is given to online/phone conferencing. The letter should be copied to the President and the Ex-Officio — who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first meeting. The secretary should maintain minutes — retain a copy for a working notebook, send a copy to each committee member, the Newsletter editor, the President, and the Ex-Officio representative.

**A. Budget Preparation.**

*CACRAO's fiscal year is January 1-December 31.*

A budget must be prepared in January for the upcoming fiscal year. Great care must be taken to anticipate the long-range planning committee activities, as well as, to study expenditures from years past that, due to billing processes. A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy to the President and Ex-Officio by **March 1**. The Executive Committee and the Long- Range Planning Committee Chair will review the budget.

Following the Executive Committee meeting, the Long-Range Planning Committee Chair will be notified of the amount of money appropriated for the Long Range Planning Committee. The Long Range Planning Committee is a "low budget" operation; printing cost for distributing the proposed changes at the annual meeting and lunch expenses for meeting are about all the budget can cover.

The Chair is responsible not only for preparing, but also maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up to date records.

Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher is sent to the CACRAO President. The Committee Chair should retain the third copy. It is important that the voucher be submitted as soon as possible, following the expenditure.

- B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio by **February 15**.
- C. Additional committee meetings should be scheduled, as needed. Meetings should be held when issues are forwarded from the Executive Committee. Typically one meeting should be scheduled in **May**. By that time, the Executive Committee has addressed most issues.

Recommendations should be officially submitted to the President in writing/email.

5. The Chair will attend an Executive Committee meeting (*usually in **late March***) and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.
6. **NEWSLETTER**. The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.
7. Copies of all correspondence must go the President and Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
8. Prepare an annual report and submit it to the President and Ex-Officio by **November 15**. At the same time submit updates to the procedure manual and recommendations for a new chair.

9. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary.
10. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting (*if necessary*). Present an Annual Report to the membership at the business meeting. In short, do everything possible so that the new chair and vice chair are ready to assume the duties and responsibilities inherent with this committee.
11. Send thank you notes to committee members immediately after the Annual Meeting.
12. Send a final report to the Newsletter Editor, giving the activities of the committee for the year.
13. The outgoing chair will give all minutes/working notebook, procedures manual, records, etc. to the new chair at the Annual Meeting, or by **January 1**. The outgoing chair is encouraged to be available, as needed, to respond to inquiries from the new chair.

*Updated January 1, 2012*