

Long-Range Planning

Purpose:

The Long-Range Planning Committee (LRPC) monitors internal and external trends in technology, science and the needs and expectations of its members. The LRPC serves at the pleasure of the Chair of the Division and advises this office.

Vision:

The LRPC develops plans that allow the Division to evolve and adapt to changes in technology, science and the needs and expectations of its members. The LRPC operationalizes many of the Division's initiatives alone or in collaboration with other Division committees.

Composition:

The committee is composed of A MEMBER OF the Division chair SUCCESSION, the Member-at-Large, the Treasurer and other members who broadly represent the membership of the Division.

Responsibilities:

- Assess the strengths and weaknesses of the division, assess the opportunities and difficulties it faces, and identify ways to use the strengths and opportunities to mediate the weaknesses and problems.
- Monitor and report on technological trends that may impact the way in which Division members practice their profession.
- Monitor and report on developments in chemistry education.
- Identify emerging areas of interest in chemical education that are related to Division interests and provide recommendations as to how these areas can be incorporated into Division programs and activities.
- Provide written reports on all key findings, along with appropriate recommendations, with and distribution to all Division committee chairs.
- Work with Division committees to implement changes to activities and programs in response to identified trends.
- Hold two planning meetings annually. These are separate from the Executive Committee meetings to ensure that sufficient time can be devoted to the planning process and can be held in conjunction with or separate from the national meetings of the Society. Electronic communications among Long Range Planning Committee members are an integral part of conducting its business.

Timetable:

January:

- Each committee chair prepares a committee annual report in January of the calendar year following the year covered by the report to assist the Division secretary in the preparation of the Division's annual report. The committee report should include an accounting of the year's planned and completed goals and objectives, as well as a plan for the coming year. If there is a change of committee chairs in January, the past chair should draft the portion of the committee annual report that covers the past year's activities, and the new chair should draft the plan for the coming year.

DEANNA, THIS IS NOT CURRENT PRACTICE. I BELIEVE THAT THE SECRETARY RELIES MOSTLY ON THE CONSENT AGENDAS FROM THE PREVIOUS MEETINGS TO COMPLETE AN ANNUAL REPORT.

February:

- A CONSENT AGENDA is submitted for review at the Division Executive Committee meeting. The committee chair distributes THE CONSENT agenda to all committee members. ITEMS ARE SUBMITTED to the Division chair for inclusion on the Spring Executive Committee agenda.

March/April:

- The committee chair presents the committee's written report along with a verbal update from the most recent committee meeting to the Executive Committee. The report is presented at the Division business meeting. If scheduled, a meeting is held at the Spring national meeting of the Society FOLLOWING the Division Executive Committee meeting.

April:

- The committee CHAIR/secretary distributes the minutes and action items of the Spring meeting to all committee members.
- If necessary, the committee chair schedules a virtual meeting

July:

- The committee chair drafts a CONSENTA AGENDA to the Division secretary at least three weeks prior to each National meeting of the Society for distribution to Executive Committee members, the newsletter editor, and the Webmaster.
- Submit items to the Division chair for inclusion on the Fall Executive Committee agenda. Distribute the agenda and schedule for the committee meeting to all committee members, if scheduled for the fall national meeting of the Society.

July/August:

- A committee report is submitted for review at the Division Executive Committee meeting. The committee chair submits the budget request for the following calendar year.
- In response to a request by CPN, the committee chair consults with committee members in order to submit a list of candidates for committee membership to replace those who are completing their terms of office in the current calendar year.
- The committee reviews the operations manual and makes any adjustments that reflect changes in the practice of the committee. These changes are reported to the Member-at-Large in early December.

August/September:

- The committee chair presents the committee's written report, along with a verbal update from the most recent committee meeting to the Executive Committee. The report is presented at the Division business meeting. If scheduled, a meeting is held at the Fall national meeting of the Society FOLLOWING the Division Executive Committee meeting.

At this meeting, committee members completing their term of office are recognized and thanked for their service.

September/October:

- The committee CHAIR/secretary distributes minutes and action items from the Fall committee meeting to all committee members. The committee chair drafts a formal report to all Division committees.
- ALL NEW COMMITTEE MEMBERS RECEIVE A COPY OF THIS OPERATIONS MANUAL FOR REVIEW.
- If necessary, the LRPC chair schedules a virtual meeting.

November/December:

- The Division's executive assistant, in conjunction with the CPN chair, sends thank you letters to all committee members who have completed their terms of office and will not be reappointed/returning. The chair of this committee is copied on these letters.
- During the last meeting of the year, the committee should consider if any adjustments to their Operations Manual should be made. If so, those updates need to be forwarded to the Member-at-Large by early December. Any changes will be compiled and forwarded to the Division secretary before the end of December so that any edits to the Operations Manual can be recorded.

December:

- Original documents of potential long-term value that are not needed by the chair in the fulfillment of his/her duties are transferred to the Division secretary. If the chair is completing his/her term of office, the files are prepared to be transferred to the incoming chair by January 1. The committee chair begins the draft of the committee annual report.