

POSITION DESCRIPTION

Strategic Planning Manager

General Committee Role

General committee position, has a portfolio and a role.



Objectives

- Ensure that there is a 3-5-year strategic plan in place.
- Ensure there is a 12-month operational plan in place.
- Ensure there is a revenue plan.
- To keep the club on track in following each of the plans.
- To conduct a review of the 3-5-year Strategic plan every 12 months.

Responsibilities

- Assist the executive committee to organise a planning day to set out the budget and the 12-month operational plan.
- Assist to put a 12-month operational plan in place.
- Make sure the club stays on track with the 12-month operational plan.
- Assist to put a 12-month revenue plan in place.
- Make sure the club stays on track with the 12-month revenue plan.
- Assist the club to set out a 3-5-year strategic plan.
- Organise and lead a 12-monthly review of the 3-5-year plan.
- Develop a succession plan for the executive and non-executive committees.
- Provide a coordinating and support role for club sub committees.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to and liaises with the president, secretary and executive committee.
- Liaises with the manager for facilities and special projects.

Accountability

- The manager of strategic planning is accountable to the president, secretary and executive committee.
- Provide a report on any aspect of portfolio operations to the committee when requested.