**Strategic Planning Committee Chair**

The Strategic Planning Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws.

**Duties and Activities:**
- The primary duty of the Strategic Planning Committee is to develop a workable plan to ensure the future and stability of U.S. Figure Skating in all areas of its involvement.
- Gather information and assimilate the ideas and concepts regarding the future of the association to develop and maintain a plan to assure that U.S. Figure Skating will continue to execute its charter effectively and efficiently in the future.
- Update the plan on an annual basis and submit to the Board of Directors for approval.
- Develop the processes and financial concepts necessary for consideration, adoption and implementation into operation.
- Analyze trends and develop strategies accordingly to provide recommendations to the Board of Directors.
- Develop bylaws and rule changes which support the implementation of the Strategic Plan.
- Identify Strategic Planning Committee members that will contribute to the development and implementation of the Strategic Plan.
- Hold monthly (minimum) phone calls or meetings to discuss items related to the development and/or support of the strategic plan.

**Reports to:**
- Administrative and Legal Group Coordinator

**Reporting Requirements:**
- Prepare the Strategic Plan for submission to the Board of Directors.
- Reports status and progress of committee activities to the Administrative and Legal Group Coordinator.

**Financial Duties:**
- Establish an annual committee budget in consultation with the Group Coordinator that considers all expenditures for administration and other such items under the direction of the committee.

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**QUALIFICATIONS**

**Highly Recommended:**
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

**Recommended:**
- Significant experience in the skating community
- Experience with strategic planning in a corporate environment
- Member of the Strategic Planning committee for at least 1 year

**Estimated time commitments:**
The time commitment varies but at minimum, includes 1-2 hour phone calls per month and preparation time to update the Strategic Plan.