

Northeast Region Construction Specifications Institute

Planning Committee

Updated April 15, 2009

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Planning Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

From Part 4 of the RAR (Region Policy)

PLANNING COMMITTEE

1. Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Other members appointed by President to make a total Committee membership of 5.
2. Purpose and responsibilities
 - (a). Formulate, evaluate, and update goals and objectives for consideration by the Board.
 - (b). Develop a long range planning program to promote growth of Region Programs.
 - (c). Update the Region Strategic Plan at 5-year intervals or more frequently if directed by the Board.
 - (d). Make recommendations to the Board on actions necessary to implement the “Goals and Objectives” listed in the current Region Strategic Plan.
 - (e). Annually plan and organize a series of Chapter Leadership Workshops covering all chapters in the Region. These Workshops are to provide opportunities for Region and Chapter Leadership Training and exchange of “best practices” between Chapters.
 - (f). Other duties as defined by the Board

From Part 7 of the RAR (Region Committee Guidelines)

PLANNING COMMITTEE

A. INTRODUCTION

1. The Institute does not have a Standing Planning Committee and there is no programmatic relationship between the Region Planning Committee and any Institute Standing Committee.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Planning Committee Guide is to assist the Region Planning Committee in implementing the Region’s Planning Program. This program consists of:

- a). Maintaining the Region's Strategic Plan.
- b). Identifying external influences on the growth of the Region and the programs offered by the Region.
- c). Recommend goals and objective to the Region Board for other Region Committees to address the "Goals" contained in the Region's Strategic Plan.
- d). Recommend changes in the Region Administrative References that are needed to improve the operation and organization of the Region and the chapters.
- e). Annually, review the Region Administrative References for the purpose of identifying areas that require modifications and recommend to the Board, either the appropriate modification or the process that should be used to make the modification.
- f). Work to achieve the goals and objectives established for the Region Planning Program by the Region Board within the budget provided by the Region.
- g). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Planning activities.

C. SPECIFIC REGION PLANNING COMMITTEE ACTIVITIES

1. Review changes in programs or program assignment that have occurred at the Institute level that may suggest changes in the Region's operation or assignment of duties.
2. Survey Region's membership to determine areas of interest that might be addressed by Region.
3. Communicate with Region Planning Committee Chairs in other Regions to identify areas of mutual interest.
4. Communicate with appropriate individuals and committees to ensure awareness of current tasks and goals for implementing the adopted Strategic Plan

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary.
3. Submit a "Year-End Report" to Region President and Vice President summarizing Region Planning Committee activities for the year.
4. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Assist in the development and implementation of appropriate programs to accomplish activities listed in "Specific Planning Committee Activities" shown above.
2. Undertake specific tasks assigned by Committee Chair.

F. REFERENCES

1. CSI Administrative References
 - a). Region Administration Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12