

LONG RANGE PLANNING COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES

The President-Elect serves as the Chair of the Long Range Planning Committee and serves for a one-year term, which is Annual Meeting to Annual Meeting.

The Long Range Planning Committee should read and have a copy of all of the Long Range Planning Goals from all of the Committees. It should also:

- Send a copy of the Job Description/Responsibilities and the Long Range Plan for each committee to each Committee Chair at the beginning of their term. (The job descriptions/responsibilities have now been placed on the ABA website on the Members Only page.)
- Document all of the accomplishments -- if necessary, talk to the past Long Range Planning Chair
- Talk to the Chairs of the past committees if you have any questions about the goals accomplished
- Talk to the President about accomplishments before they are finalized
- Make sure all of the accomplishments are up-to-date. (The Long Range Planning Accomplishments are on the ABA website and it should be updated each year.)
- The committee chairs and Long Range Planning Committee should keep in touch with each other, especially for the final reports to be given to the President for the annual meeting.
- Review the Objectives of the Long Range Planning Committee with the President and Parliamentarian
- Make sure all committees chairs have sent you the final reports so that you can update the Long Range Planning Goals for the Annual Meeting
- The Long Range Planning Committee should be kept current of all accomplishments every year
- Update all officer and committee chair job descriptions/responsibilities annually (they are on the ABA website on the Members Only page)

Budget Submission and Financial Responsibilities:

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for the Long Range Planning Committee in 2009 is \$25 (postage, etc.).