



## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

**Title**                    \_\_Strategic Planning Committee Chair\_\_

**Functional Area**        \_\_Board of Directors\_\_

**Reports to**             \_\_Chapter President\_\_

**2. POSITION OBJECTIVE:** To provide guidance and facilitate coordination of Chapter strategic planning efforts as directed by the Chapter President and Board of Directors.

**3. COMPETENCIES REQUIRED:** Ability to lead discussion and engage divergent views into a cohesive one to five year plan that will be annually reviewed by Chapter leadership.

The following competencies are required for this position:

|                        |  |
|------------------------|--|
| <b>Communication</b>   | Ability to lead meetings and organize thoughts into a cohesive plan.   |
| <b>Team work</b>       | Position is an integral part of the Board of Directors and must routinely work with all BOD members to update the plan and test the plan worthiness. |
| <b>Problem solving</b> | Ability to distill divergent thoughts.   |
| <b>Self Management</b> |  |



**5. PERSON SPECIFICATION  
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications – Desirable: Understanding of MSEA leadership positions and committees

Knowledge, Skills & Experience (Essential): Familiarity with CSEA Strategic Plan

Knowledge, Skills & Experience (Desirable):

**6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY**

**ORGANIZATIONAL RELATIONSHIPS**

Reports to: Chapter President

Manages:

Internal Contacts: N/A

External Contacts: N/A

**ORGANIZATIONAL AUTHORITY**

Decisions made in the position: N/A.

Decisions referred: Acceptance of Strategic Plan by MSEA BOD

**8. GENERAL RESPONSIBILITIES**

Establish the annual strategic plan with goals for the coming year. Test the plan and report progress on plan results. Routinely keep a pulse on the activities within the MSEA organization with an ear toward the activities of CSEA. Understand the desires of MSEA Board leaders and help keep the BOD on track toward the goals established in the strategic plan within the organization's vision.