Uplift Community Alliance®

STRATEGIC PLANNING CHAIR
JOB DESCRIPTION

Board Member

Position Summary

The Strategic Planning Chair leads the organization's long-range and annual planning process, ensuring alignment between Uplift Community Alliance's mission, goals, and operational priorities. The Chair collaborates with Board members, committees, and members to guide planning efforts, monitor progress, and support informed decision-making.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy and Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Chair Responsibilities

1. Chair the Strategic Planning Committee.
2. Conduct meetings as necessary.
3. Assign duties to committee members as needed.
4. Manage the development, review, and revision of the multi-year strategic plan.
5. Lead annual goal-setting processes aligned with strategic priorities and mission objectives.
6. Monitor progress toward strategic goals through periodic evaluations of membership and programs. Report findings to the Board.
7. Collect data on membership engagement, fundraising and community conditions to inform planning.
8. Work with committee Chairs to ensure alignment between committee activities and organizational priorities.
9. Communicate strategic plan goals, timelines and achievements to the Board, committees and membership.

Standard Board Member Responsibilities

1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- Ability to foster an environment of participation and accountability.
- Strong communication and management skills.
- Proficiency with Microsoft applications.
- Competence in digital communication (email, text, online collaboration tools).
- Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies