



# NEW YORK-NEW JERSEY TRAIL CONFERENCE

## STRATEGIC PLANNING COMMITTEE CHARTER

**Committee of the Corporation**  
**[Approved by the Board on May 8, 2018]**

### Purpose

The Strategic Planning Committee (“Committee”) assists the Board of Directors (“Board”) in the oversight of the strategic planning process, to include development of appropriate strategic plans, objectives, monitoring of progress against strategic objectives, and periodic updates to the Trail Conference’s mission and vision statements.

### Responsibilities

1. When deemed advisable, recommend to the Board of Directors the development of a new strategic plan or strategic objectives to more effectively accomplish the Trail Conference mission.
2. Provide oversight of the Trail Conference strategic planning process to ensure that it is conducted thoroughly, incorporates feedback from constituents, reflects changes in the environment, and produces specific and measurable strategic objectives that are consistent with the Trail Conference’s mission.
3. Assist the board as needed in monitoring the Trail Conference’s execution against strategic objectives contained in the plan.

### Membership

1. The Board appoints the Committee Chair, who must be a board member.
4. The Committee will be comprised of three or more board members, but not more than seven total members as recommended by the Committee Chair and ratified by the full Board
2. Terms on the Committee are for one calendar year subject to board ratification.
3. The Committee Chair will designate a Secretary to keep minutes of the Committee.
4. The Committee shall meet with the Executive Director and other members of staff as necessary to accomplish its duties.
5. The Committee will annually prepare a list of goals, and at the end of the year conduct a written self-assessment.

### Meetings

1. Meetings shall be held quarterly or as dictated by the urgency of the issues at hand.
2. The Committee Chair will convene and preside at meetings and prepare meeting agendas. The Committee Chair may designate any Committee member as the temporary Chair to facilitate a meeting.
3. A quorum will consist of a majority of all committee members (present in person or by electronic means). A majority vote of members constituting a quorum shall be necessary for action by the Committee.