

LONG RANGE PLANNING COMMITTEE JOB DESCRIPTION

Purpose: The Long Range Planning Committee is charged to provide advice and service concerning the identification and resolution of issues, which may affect the Monteagle Sunday School Assembly in a significant manner in its long-term future. The committee is committed to helping preserve and sustain the rich heritage of the Assembly of learning and sharing in a religious atmosphere. The committee also strives to help ensure MSSA's future financial and community health. This committee is a standing committee of the Assembly Board of Trustees according to Article V, Section 5.1 of the Assembly Bylaws.

Interactions: President, General Manager, Board of Trustees, current Committees as needed.

Responsibilities:

1. Hold no fewer than four meetings in the fiscal year.
2. Work with the Board, the General Manager, and other Committees to identify potential long-range issues.
3. Analyze issues as identified by the LRP Committee or the Board as having long-range concern or impact.
4. Present data or findings to the Board and Membership.
5. Throughout the year, monitor the strategic plan adopted by the Board.
6. In consultation with the President and General Manager, review, and revise it, as needed, when the new committee is in place in the fall.
7. Reach decisions by a majority vote; six members constitute a quorum.
8. Maintain records in the LRP notebook found in the Assembly office.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.

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