**Strategic Planning and Annual Planning Discussion**

**Strategic Planning**

Q: How does your affiliate handle strategic planning?

* Affiliate has a written plan that is followed on a regular schedule
* Affiliate updates the existing plan based on board input
* Affiliate conducts member and/or non-member surveys to help finalize their strategic plan
* Affiliate conducts an environmental scan and engages with outside organizations/companies
* Committee who is assigned the task decides the process

Q: How does your affiliate utilize the strategic plan?

* It is reviewed annually and given to volunteers at the start of the year
* The strategic plan is reviewed periodically throughout the year by the board for progress and updates
* The strategic plan is used to establish committee goals for the year
* There is formal tracking of progress of strategic plan goals

Q: How can your affiliate more effectively use your strategic plan?

* Assigning responsibility
* Incorporate into training/orientation
* Incorporate into annual planning
* Create reporting structure throughout the year

**Annual Planning**

Q: How does your affiliate plan for the upcoming year

* Utilize the strategic plan
* Committees give input to the president who makes final decisions
* President creates plans and assigns goals/tasks to volunteers
* Affiliate utilizes the same annual plan every year
* Plans are made as the year goes on

Q: How does your affiliate track progress on goals you set?

* Annually as you prepare for the upcoming year
* At board meetings/calls
* Formal reporting via a form/document
* No formal tracking process

Q: How can your affiliate improve the annual planning process you currently engage in?

* Empower volunteers to create their own goals
* Utilize time during a board meeting to collectively review and approve plans
* Formalize committee transition meetings to review/adjust plans
* Create a reporting process throughout the year so adjustments can be made