ASNE Long Range Planning and Programs Committee Charter

AUTHORITY AND PURPOSE:
The Long-Range Planning and Programs Committee is a Continuing Committee of the Society as defined in Article XI of the ASNE Bylaws. The committee is chartered by the ASNE Council in accordance with the Council Policy on ASNE National Committees. The purpose of the Long-Range Planning and Programs Committee is to be both the “think tank” and “action group” for the Council in order to ensure that ASNE sets appropriate and challenging long range goals and meaningful metrics of success and then formulates and implements effective strategies to achieve those goals. This includes establishing and executing a national strategy and scheduling symposia, workshops and other events so as to promote the professional development of ASNE’s members, foster increased communications of ideas and technological developments in engineering, and advance the financial viability of ASNE.

FUNCTIONS AND RESPONSIBILITIES:
The Long-Range Planning and Programs Committee is responsible to the ASNE Council for:
- Monitoring and advising on the strategic direction of the Society
- Overseeing the Society’s strategic planning process
- Establishing and monitoring overall metrics of success for the Society
- Keeping ASNE programs aligned with the interests and needs of the Society’s constituency
- Review the Society’s Long Range Strategic Plan (LRSP) and update bi-annually.
- Determine and recommend topical national symposia and workshops to ASNE Sections, industry, academia and U.S. Navy and Coast Guard organizations.
- Advising Council on strategy and scheduling for symposia, workshops and other events.
- Assist ASNE sections, industry, academia and U.S. Navy and Coast Guard organizations in determining event leadership and key participants.
- Provide ongoing assistance, counsel and ASNE Headquarters liaison throughout the planning and execution of these symposia and workshops.

In carrying out these responsibilities, the Long-Range Planning and Programs Committee will:
- Monitor and assess the strategic environment of the Society to identify factors and trends that influence the overall direction and success of ASNE
- Monitor the effectiveness and success of the Society’s major programs and recommend changes or new areas of emphasis when appropriate
- Evaluate the adequacy of the Society’s strategic goals and recommend changes as appropriate
- Monitor the effectiveness of actions to pursue the strategic goals and recommend adjustments as needed
- Consider the direction offered by the Society’s President and Council.
- Collaborate with the Ways and Means Committee in providing recommendations for programs to be included in the annual budgeting process.
- Consider progress made toward previous strategic objectives.
- Review and evaluate current topical opportunities that warrant symposia and workshops and report these to Council.
- Solicit help from local ASNE Sections; each section should seek to have no less than one member representing the section on the Committee.
- Determine potential candidates in ASNE Sections, industry, academia and government to provide leadership and key participation for symposia and workshops.
- Monitor planning progress toward execution of symposia and workshops and report to Council.
- Optimize scheduling of symposia and workshops.

COMMITTEE MEMBERSHIP AND SUPPORT:
The Long-Range Planning and Programs Committee will consist of a committee chair plus at least five other members. Sub-committees may be established at the discretion of the Chair. The committee should include at least one member who has served as an elected officer of the Society and the committee membership should reflect the variety of technical backgrounds and professional interests within the Society. Members of the committee shall be members of the Society in good standing. Appointments and terms of office will be in accordance with the Council Policy on Committees. The Chair of the committee will be ex-officio, non-voting member of the Council.

The ASNE Executive Director will be the primary staff point of contact for the committee. The staff will provide all necessary support for the committee, including provision of information about Society programs and activities and relationships with other organizations.

MEETINGS:
The Long-Range Planning and Programs Committee will meet at least four times a year. The committee will endeavor to accommodate participation by members from remote sections through the use of e-mail, teleconferencing, etc. The committee will also participate in the annual Sections Meeting.

REPORTS:
The Long-Range Planning and Programs Committee will provide a written report of each committee meeting. The report should be provided to the Executive Director / Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. The reports should include:
- An attendance list for the meeting
- A summary of reports and information reviewed at the meeting
- A summary of committee discussions including decisions made and action items assigned and status of previous action items.
- Any specific recommendations for the Council with supporting information.
- The last report provided prior to the July Council meeting each year should include a committee plan for the coming fiscal year and a summary of the previous year’s activities and accomplishments.
- At least once a year the committee should provide an assessment of the adequacy of the Society’s strategic goals and the progress in achieving them along with recommendations
for any changes in goals and any adjustments in the supporting objectives and action plans.

For the annual Sections Meeting, the Long-Range Planning and Programs Committee will provide an overview report that summarizes the Society’s strategic goals and objectives and highlights progress made and any recent or planned changes in strategic direction. This report should discuss the section level perspective and emphasize the section role in pursuing the Society’s strategic goals.