



NEVADA STATE ELKS ASSOCIATION

LONG RANGE PLANNING COMMITTEE MANUAL

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Published By:

Past State Presidents Advisory Council

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Purpose.....3

Scope.....3

Responsibilities.....3

NSEA President Liaison3

State Chairman.....3

Executive Committee.....4

Lodge Chairman.....4

Procedures/Requirements4

References.....4

Appendix4

 A – Budget Request Form

Glossary & Acronyms4

Appendix A – Budget Request Form5

1.0 Purpose

1.1 To prescribe procedures to develop and maintain a dynamic five-year plan for the Nevada State Elks Association.

1.2 The primary goal is identification of changing needs and future problem with resolutions to be sought on an on-going basis.

1.3 The expectation is to provide background information and recommendations for appropriate actions, to identified schedules, by the Executive Committee.

2.0 Scope

The Long Range Plan encompasses all aspects of the operation and control of the Association. It is not directive in nature. It is advisory only. Required action to be taken by the Executive Committee.

3.0 Responsibilities

The Committee will consist of five working members. Each member is to serve for a five-year term. The terms of each member are to be staggered so there is only one vacant each year. The State President may appoint additional working members for periods of one year. The committee will elect the Chairman. The President shall appoint a Vice President each year to represent the Executive Committee. The Committee Chairman will assign individual responsibilities.

3.1 NSEA President Liaison

- The President liaison will assist the State Chairman in coordinating funding activities through the use of the "Budget Request Form" each February.
- The President Liaison will act as the interface between the LRPC and the Executive Committee.

3.2 State Chairman

- Provide Executive Committee with agenda for the LRPC report at the convention 60 days prior to convention. Committee reports must be presented to the State President, in writing, 60 days prior to a convention. The State President will make final determination on all committee reports and presentations to be given at the state conventions. Speeches on the convention floor will be limited and must be vital information for the whole assembly.
- File copies of all correspondence and reports with the State Association Secretary and the President liaison.
- Turn over all files and records in his charge to the succeeding State Chairman.
- State Chairman will provide detailed budget information to the President-Elect each February through the use of the "Budget request Form".

- Provide and Agenda to all Committee members in advance of all meetings.
- At the conclusion of each NSEA year, he will visit the State Office and purge the files related to his Committee.

3.3 Executive Chairmen

- The Executive Committee is responsible for implementation and monitoring of the Long Range Plan approved by the membership

4.0 Procedure/Requirements

4.1 The Long Range Planning Committee will meet periodically as required, at a time and place designated by the Committee Chairman.

4.2 The Chairman will make special assignment to identified members of the Committee as required for support of Agenda items.

4.3 Committee members will complete assignments, sending completed drafts to all members of the Committee in time for review prior to the next meeting.

4.4 The Committee will make semi-annual written reports to the Executive Committee and Sponsors prior to their Annual and Semi-Annual meetings. The President may waive this requirement provided copies of the minutes of monthly committee meetings are submitted. Verbal reports are to be made at the Quarterly meetings of the Executive Committee by the Committee Chairman or his designee.

4.5 The Committee will submit revisions/additions to the Long Range Plan at the Spring Meeting of the Executive Committee. The approved revisions/additions of the LRP are to be submitted to all member Lodges of the State Association by May first, each year. The approved revisions/additions to the Plan will be submitted to the Convention delegates for acceptance at each Annual Session.

5.0 References

5.1 NSEA Constitution and By-Laws.

5.2 Grand Lodge Statutes (Latest Revision)

5.3 Previous Long Range Plan

5.4 Grand Lodge Programs

6.0 Appendix

A – NSEA Budget Request Form

7.0 Glossary & Acronyms

NSEA – Nevada State Elks Association

Appendix A – Budget Request Form

Nevada State Elks Association
Budget Request Form

Committee
State Chairman

Specific Program Goals for Fiscal Year : Date:

- 1.
2.
3.

Will your Committee generate any funds? Yes No How Much? \$

How will these funds be raised?

State Association Funds required to accomplish the goals:

Committee Operations: (Postage, Phone, Copies, etc.) \$

Awards: (Plaques, pins, etc. – Please specify.)

1. \$

2. \$

Grants – Please specify District or State \$

Other requests – Please specify:

\$

\$

Do you plan for any Capital Expenditures? Yes No

Specify: \$

TOTAL REQUESTED \$

Signature of State Chairman

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)