<u>The Duties of the Long Range Planning Committee are:</u>:

1. Prepare a five (5) year and one (1) year plan setting out specific annual goals and objectives for the District during that period. The plans should be based on the plans submitted by the clubs and divisions.
   - Provide appropriate supervision and direction to the individual club presidents in the preparation of five (5) and one (1) year plans to be submitted to the Lt. Governor by 15 April of each year.
   - Provide appropriate supervision and direction to the Lt. Governors in the preparation and collation of five (5) and one (1) year plans to be submitted to the Long Range Planning Committee by 1 May of each year.

2. Be the primary facilitator for the annual assessment conducted by the District Board in November. The Committee will develop assessment procedures and survey instruments, collect data, and make the results of the assessment available to the members of the District. Such assessment shall be based on the approved plans submitted by clubs, divisions, and the Committee.

3. Based on the assessment, revise the annual goals and add another year to the long range plan. The revised plan is to be distributed to District Board and Committee members annually in May.

4. Review recommendations from any committee for consistency with the long range plan and provide recommendations to the Board; these reviews shall include potential revisions to the District Long Range Plan.

In 2020-21, the Committee submitted a report that recommended that clubs are encouraged to review and consider KI's Strategic Plan as well as ACE. Our Committee report included four priorities along with strategies and possible actions for Capital District clubs.

Priority #1: Membership and Engagement District Goal: To build, retain and support a growing Kiwanis membership directory
Priority #2: Meaningful Service District Goal: To perform meaningful service, with service to children as our priority
Priority #3: Image District Goal: to unify and promote the Kiwanis family image in the Capital District
Priority #4: Investment - Financial Viability District Goal: To ensure financial viability and responsible stewardship

Priority 1 has been published in the October/November issue of Capital Kiwanian. The other priorities will be covered in later issues.

The first 2021-22 meeting of the committee will be conducted in November via zoom (most committee meetings probably will be zoom). We will review the committee's responsibilities as well as the 2020-21 report and decide where to go with it and the need for any changes.