

04_Summary of the Club Planning Process Ver. 23 (2023-07-27)

The "Planning Process for Clubs" is a system developed by Maryborough Rotary Club for implementing a Strategic / Action Plan in a service club such as Rotary. Numbers in brackets refer to items listed in the document, **01_List of Documents Used**. See **Common Terms (02)** for meanings of terms used in this summary. This Process is based on Rotary's "Strategic Planning Guide". It assumes that the club committee structure has been determined and Standing Committee chairs have been selected at the AGM in the previous October / November.

New Plan – Stages 1 to 5a, then 6 to 12

Stage 1: (New & Continuing Plans) [Late Jan] (22/1/24) Board Meeting (Jan.) The Board confirms a new or continuing Planning Process in the coming Rotary year, appoints or confirms a **Club Planning team** and the President Elect and Board confirm items to pursue in the **Rotary citation (05)** or not. **[Month to Stage 2]**

Stage 2: (New Plan) [Mid to Late Feb] (20/2/24) Planning Team (1) – Completes the **Rotary Club Health Check (06)** together, identifies Strategic issues facing the club, and plans the **Plan Introduction meeting** (Stage 3), the **Club Visioning Event** (Stage 4), and a **Member Satisfaction Survey (11)**. **[2 weeks to Stage 3]**

Stage 3: (New Plan Only) [Early March] (7/3/24) Club meeting – New Plan Introduction (part of a club meeting). The Planning Chair presents the **Rationale (12)** for doing the Plan, explains the process, hands out and asks members to complete the **Member Satisfaction Survey** by the end of the meeting or hand in by the Club Visioning night. Members are also given **Projects & Routines Proposal Forms...(13)** and invited to think about new proposals and send or give the completed forms to incoming Standing committee chairs. **[2 weeks to Stage 4]**

Stage 4: (New Plan) [Mid March] (21/3/24) Extended Club Meeting - Club Visioning OR Program Expo: Members share their desired club characteristics which are voted on to produce a list of 5-7 ideas. They then generate ideas for Projects & Routines under Standing committee headings. Participants then prioritize these ideas with dots.

Stage 5a: (New Plan). [Late March] (26/3/24) Planning Team (2a) - Collates the Satisfaction Survey results (14), identifies club Strengths & Weaknesses based on the Satisfaction survey, brainstorms **Opportunities**, Unique Competitive Advantages & **Threats**, and confirms a Vision / Mission for the club based on club characteristics from Stage 4, and RI & District statements, prepare **Strategic priorities, annual goals** for each priority, and **planning details** for each goal to produce a **first draft of the new Strategic Plan**. Then list the top projects / routines for each C/tee from the Visioning/ Expo lists along with **recommended objectives** from the Rotary Citation, the incoming RI President, the incoming DG, and the incoming Club President **[3 weeks to Stage 6]**

Continuing Plan – Just Stages 1, then 5b to 12 for the length of the current plan.

Stage 5b (Continuing): [Late March] Planning Team (2b) - Reviews and lists the current year's objectives for each Standing Committee along with **recommended objectives** (See Stage 5a above). Then email the lists to all members with **Projects & Routines Proposal forms (13)** to be, once completed, emailed, or handed to the relevant Standing Committee chairs before Stage 6. **[3 weeks to Stage 6]**

Stage 6: [Mid April] (11/04/2024) All Standing Committees – Plan Review - ideally with incoming chairs. Committees Review their current year's objectives along with consideration of any new projects / routines sent, from members' **Project & Routines Proposal Forms** or from the Planning team's **recommended objectives**. The resulting list is sent to the Planning Team by Early May. **[4 weeks to Stage 7]**

Stage 7: [Early/Mid-May] (15/05/2024) Planning Team (3) Refines the list of all proposed club projects and routines for each Standing Committee into actionable objectives, and forms the list into the **Engagement survey (15)** - emailed to all members - and plans the "**Program Buy-in**" **assembly (Stage 8) [1 week to Stage 8]**

Stage 8: [Late May] (23/05/2024) Club Meeting – Program Buy-in Assembly where the objectives on the Engagement Survey are presented to members, and members complete the survey and Committee Selection form on the spot - with the opportunity to ask questions of Standing Committee chairs. Absent members are contacted to complete the survey ASAP. **[2 weeks to Stage 9]**

Stage 9: [Early June] (04/06/2024) Planning team (4) collates the Engagement Survey, completes a draft **Action Plan (17)**, and Committee lists based on survey results. The Survey summary and Committee lists (19) are emailed to all members, the draft Action Plans are emailed to Committee chairs. **[2 weeks to Stage 10]**

Stage 10: [Mid June] (13/06/2024) Action Plan Workshop 1 - New Service Standing committees meet during club meeting time to confirm objectives and complete details in the columns on their Draft Action plans for the coming year. Updated Action plans are given/ sent to the Planning team **[1 month to Stage 11/Changeover time]**

Stage 11: [Mid July] (12/07/2024) Action Plan W/shop 2 – New Governance committees meet during club time to confirm objectives and complete details in columns of their Draft Action Plans. **[2 weeks to Stage 12]**

Stage 12: [Mid July] (17/07/2024) Planning team (5) produces a Working **Strategic and Action Plans (20)** with allocation of fundraising and sends it to the Board for confirmation at the July Board Meeting, after which it is emailed to members with suggestions for use, and displayed at meetings. The Process then moves to Stage 1 (Jan.)