

Suggestions for Making Use of the Club Strategic_Action Plan Document

Differences

- **The Strategic Plan** is usually a short **one-page document** that contains a list of a few (say 4) **Strategic Priorities** for an organisation, along with some **general strategies** for their implementation.
- **The Action Plan** is a **more detailed** document that contains a list of **objectives** (i.e., specific actions) along with the details (metrics) of how those objectives will be implemented – such as **how to start** the process, **who will do it**, **when it will be completed** and **how much it might cost** or make. There are usually separate actions plans for each committee, but we can refer to the collection of the action plans as the “action plan of the club/ organisation”.
- In our club, the **Committee Meeting Minutes/ Agenda Template** has a **list of each committee’s objectives** for the year along with some columns to make the taking of committee minutes quick and easy. The same sheet is used for minutes AND the agenda.

Suggestions for Directors

- **Use your Action Plan as a resource** or reference to inform you of the members who have volunteered to organize and help with each particular objective or activity, when your objectives are planned to occur, the suggested first steps to take and the costs involved – where listed.
- **Select a minute secretary** to complete minutes of your meetings and consider using your committee’s “**Minutes/ Agenda Template**” to record every meeting. (Suggested guidelines are available)
- Before each meeting, **decide on which objectives** or items you will consider e.g., **colour them red** - you don’t have to report on all objectives, **just the currently active ones**. Inform your committee by changing your last **Minutes to become the new Agenda** – only requires a couple of minutes.

Suggestions for Members

- Check the action plans for objectives that you have selected (on the Engagement Survey) to organize or assist – make a list of those commitments, the times, and the committees that monitor those objectives. Contact GJ if there are errors – this can sometimes happen in the collation process.
- If you are an organizer, and not on the committee that is monitoring your chosen objectives, please send /give a brief report to the appropriate committee chair BEFORE their committee meeting(s) of progress you have been making with the objective.