**04\_Summary of the Club Planning Process** Ver. 19 (2023-02-15)

*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 loosely 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:** **[Mid to Late Jan]** (New & Continuing) **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 confirms items to pursue in the **Rotary citation (05)** or not. **[Month to Stage 2]**

**Stage 2: [Mid to Late Feb]** (New Plan Only) **Planning Team (1)** – Planning team 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:** **[Early March]** (New Plan Only) **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 & Customs 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:** **[Mid March]** (New Plan Only) **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 & Customs under Standing committee headings. Participants then prioritize these ideas with dots.

**Stage 5a:** **[Late March]** (New Plan Only). **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 proposed **planning details** for each goal to produce a **first or updated draft of the Club Strategic Plan**. They list the top projects / customs for each Standing Committee from the Visioning/ Expo lists **[2 weeks to Stage 6]**

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

**Stage 5b:** **[Late March]** **(29/03/2023)** **Planning Team (2b) -** **Reviews** and tweaks the current Strategic Plan and Board Action Plan for the previous year (if necessary). They email the tweaked plan to members with **Projects & Customs Proposal forms (13)** to be, once completed, emailed, or handed to Standing Committee chairs before Stage 6). The Planning process resumes from Stage 5b for each year of the current plan**. [2-3 weeks to Stage 6]**

**Stage 6**: **[Mid to Late April]** **(20/04/2023)** **All Standing Committees meet (ideally with incoming chairs) – The Plan Review:** Committees **Review** their current year’s program along with consideration of any new projects / customs sent to them from the Planning Team, from members’ **Project & Customs Proposal Forms** or drawn from the **Rotary Citation (05)**. They make a complete list of projects and customs for their committee to pursue in the coming year which is sent to the Planning Team by Early/ Mid May. **[2 weeks to Stage 7]**

**Stage 7:** **[Early/Mid May]** **(10/05/2023)** **Planning Team (3)** Develops draft Action Plans for each Standing Committee from the lists produced in Stage 6 and sends them back to Committee chairs. They also prepare an **Engagement survey** and plan the **“Program Buy-in” event (Stage 8)** **[2 weeks to Stage 8]**

**Stage 8:** **[Late May] (25/05/2023) Club Meeting** **– Program Buy-in** where Standing Committee chairs present a summary of their planned projects and customs for the coming year prepared in Stage 6 and members can ask questions. Members then complete a club **Engagement Survey\_Committee Selection form** on the spot to choose their committees for the coming year and indicate support for program items. Absent members are chased up to complete the survey. Draft Standing Committee Lists are prepared immediately. **[2 weeks to Stage 9]**

**Stage 9:** **[Early June]** **(08/06/2023)** **Action Plan Workshop** – **All New Standing committees meet** (during club meeting time) to complete details in the columns on their Action plans for the coming year and their committee focus areas. Updated Action plans are given/ sent to the Planning team. **[1 week to Stage 10]**

**Stage 10:** **[Early/Mid June]** **(13/06/2023)** **Planning team (4)** to complete the **Working Action Plan (17)** and collate the Engagement Survey. The Survey summary, Working Strategic Plan / Action Plan, and Committee Plan (18) are emailed to members and Board. **[At least 1 week to Stage 11 and before Affirmation / Changeover]**

**Stage 11:** **[Mid June]** **(19/06/2023) Joint Board meeting (Jun) confirms the draft Strategic and Action Plans** for Standing committees and Engagement Survey results. The plan document is commended to members at a **Plan Affirmation Launch** at the Changeover. **[Late June/ Early July]**

**Stage 12: [Feb]** **(20/02/2024)** **Board – Review - Stage 1, then Stage 5b above**