

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-D-001	SUBJECT: Long Range Planning Committee
ORIGINATION DATE: 5/02/95	ACCOUNTABILITY: Senior Director
APPROVAL DATE: 7/11/95	APPROVAL BY:
REVISION DATE: 2/4/03	PAGE NO: 1 OF 2

1.0 OBJECTIVE

- 1.1 This policy establishes the Long Range Planning Committee (LRPC) of the Minnesota Section American Society for Quality, and defines its membership, duties and responsibilities.
- 1.2 This policy is applicable to the Directors of the Minnesota Section, those Officers of the Section who serve on the Long Range Planning Committee and, the Members at Large of the Committee appointed in accordance with this policy.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 Minnesota Section Bylaws, Article VI Section 7.3.2
- 2.2 MSP-D-002 Position Description, Director
- 2.3 Latest ASQ Strategic Plan

3.0 SUPERSEDES.

- 3.1 ~~MSP-D-001~~ approved 7/11/95 and revised 5/7/96.

Deleted: None

4.0 LONG RANGE PLANNING COMMITTEE COMPOSITION

- 4.1 LRPC membership is defined in the Long Range Planning Committee section of the current Bylaws, including appointment and terms for at-large-members.
- 4.2 The Senior Director serves as chair of the Committee or, at his or her discretion or absence may designate a member of the Committee to serve as convener and chair.

5.0 RESPONSIBILITIES OF THE LONG RANGE PLANNING COMMITTEE

- 5.1 The primary responsibility of the LRPC is to develop and maintain a long range strategic plan for the growth and improvement of the Section, consistent with the current long range strategic plan from National ASQ (see 2.3).
 - 5.1.1 The plan will identify long term (2+ years) strategies to meet membership and Section needs. It will also identify short term (1-2 years) strategies.
 - 5.1.2 After establishing a base plan, the LRPC will report changes to the long range strategic plan to the Executive Board April each year in the form of a new long range strategic plan.
 - 5.1.3 The LRPC will establish and maintain a strategic planning process.

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- 5.1.4 The LRPC will review any pertinent information, including but not limited to, National ASQ and Section surveys, questionnaires from Section activities, benchmark data, Section operations data, related national/local trends, needs assessments from the Executive Board, and input from national/local experts as part of the inputs into the planning process.
- 5.2 The LRPC will develop a committee mission and vision and will set objectives with measures. These objectives will be provided to the Section SMP Chair with progress toward completion reported quarterly.
- 5.3 The Committee may request from the Directors any additional surveys they feel necessary to guide them in their analysis.
- 5.4 Assess and recommend changes to Section organization needs to support future needs of the Section.
- 5.5 Identify and recommend changes and enhancements to Section programs and events.
- 5.6 Assign special projects deemed necessary.
- 5.7 Recommend special committees, if necessary, to the Section Chair.
- 5.8 The Committee shall review policies directly related to it and submit needed changes to the Executive Board for approval.

6.0 APPROVAL

- 6.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date