

The Strategic Management Business Plan Checklist

How Is the Club Doing?

- The club has adopted progressive governance practices reflecting principles identified in the Director's Guide for Understanding Club Governance or the CMAA Club Governance Model.
- The bylaws have been reviewed and updated to reflect any changes regarding the club governance structure that meets the best practices adopted by the Board.
- A comprehensive membership survey has been completed to identify organizational strengths and weaknesses and deliver a member driven process.
- A Board procedures document is in place detailing all interpretations of the bylaws or general policies made by the Board that effect relationships between the Board, committees, COO, staff and membership. (A Board Policy Manual)
- A strategic plan has been developed that includes prioritized initiatives.
- Annual operating goals are completed that detail the area of responsibility and timeline for completion.
- Committees and department heads have developed an annual vision of how they will complete their mission, goals and objectives for their area of responsibility.
- There is an extensive orientation for new Board members annually.
- There is an annual retreat to identify strategic initiatives and review operating goals. At this meeting and annual vision is developed by the Board and COO.
- The annual business plan has been communicated to the membership.
- A business plan management document has been developed to track all strategic and operating initiatives.
- Monthly the Board is provided a short list of plan changes or goals and initiatives that are off target.
- The full business plan is reviewed quarterly.
- A year end business plan review is made identifying successes and possible failures and a year end report is developed for the membership.
- Potential Board nominees have been introduced to the club business plan process and have committed to it prior to being nominated as a Board candidate.