

Strategic Planning Committee

May 2025

Purpose and Procedures

Strategic Planning Committee

1. Purpose:

- The Strategic Planning Committee (the “Committee”) of the University Park Recreation District (the "UPRD") is a standing committee of the Board of Supervisors (the “Board”).
- Its purpose is to develop and guide short and long-term strategic initiatives for the UPRD from which to provide recommendations to the Board and Club management. Other responsibilities include updating the UPRD Strategic Plan and oversight of its implementation, ensuring alignment with UPRD’s stated mission, vision, and values.

2. Authority:

- The Committee operates under the authority of and reports to the Board and is subject to the provisions of UPRD’s bylaws and applicable Florida state laws, including, but not limited to, Sunshine Laws, Public Records Laws and Ethics Laws.
- It is responsible for providing recommendations to the Board regarding UPRD’s strategic direction and alternatives and any related operational priorities.

3. Composition and Membership:

- The Committee shall consist of three to five members. It shall have one administrative assistant. There shall be a UPRD Board Supervisor appointed as a non-voting liaison from the Board of the committee as a liaison to the Board.
- Committee members will be appointed by the Board following the process agreed to by the Board (refer to the process under separate cover).
- The Committee shall include individuals with diverse skills and experience in strategic planning, business management, organizational development, finance and other relevant fields.
- The Chair of the Committee (the “Chair”) shall be selected by members of the Committee. Responsibilities will include setting meeting agendas, facilitating discussions and reporting to the UPRD Board.
- Initially, the terms of membership shall be one year for two committee members and two years for three committee members. Committee members shall serve two terms after the initial appointment, with the possibility of one reappointment. If a Committee member is no longer able to be a member of the Committee, the Board shall name a qualified replacement for the remainder of the term.

- Committee members may be removed by a majority vote of the Board with or without cause.

4. Responsibilities—the Committee is responsible for providing recommendations to the Board for:

- **Strategic Plan Development:**
 - Oversee the process of reviewing the existing strategic plan, including goals, objectives, key strategic measures and strategies.
 - Conduct SWOT or similar analysis to analyze internal and external factors.
 - Facilitate stakeholder input and engagement such as encouraging input at Committee meetings, publishing meeting minutes, asking stakeholders for feedback on specific questions, and with Board approval utilizing surveys.
 - Develop recommended action plans and timelines using measurable targets and milestones.
 - Review and provide input on capital improvement projects and funding strategies being considered by the UPRD Board.
 - **Strategic Plan Implementation:**
 - Monitor the implementation of the strategic plan.
 - Identify and address any challenges or obstacles.
 - Work with the Finance Committee to align strategic initiatives with budgetary constraints and funding opportunities.
 - Provide regular updates to the Board on progress.
 - **Strategic Plan Review and Evaluation:**
 - Review and make recommendations on existing metrics and indicators to measure progress.
 - Conduct periodic reviews and evaluations of the strategic plan.
 - Recommend revisions and updates as needed.
 - **Stay informed:**
 - Stay informed on trends within the country club sector in our geographic market, as well as industry benchmarks and KPIs on operational and strategic matters.

5. Meetings:

- The Committee shall meet monthly as needed, at least bi-monthly.
- Regular meeting dates and times should be specified a year in advance.
- The Chair shall prepare and distribute the agenda and meeting materials at least a week before the meeting. The administrative assistant shall work with the Chair in scheduling meeting times and locations.
- Minutes of all meetings, including relevant Committee plan documents, shall be recorded and distributed to Committee members and the Board.
- A quorum for meetings shall be at least 60% of Committee members, including members (present, including members participating remotely).
- Matters taken for a vote shall be decided by a simple majority of Committee members

(present, including members participating remotely.

6. Reporting:

- The Committee shall report to the Board monthly as needed and at least bi-monthly at regular Board meetings.
- The Chair shall provide updates to the Board on the Committee's activities and recommendations in between bi-monthly updates, if needed.
- Minutes of Committee meetings with attachments shall be posted on the RD website on a timely basis.

7. Evaluation:

- The Committee shall conduct an annual self-evaluation to assess its effectiveness.
- The evaluation and recommendations for improvements shall be reported to the Board.
- The Board shall evaluate Committee performance and functionality and make necessary changes to help improve the effectiveness of the Committee.

8. Amendments: This purpose and procedures may be amended at any time by a vote of the Board with input from the Board, Committee members and others as appropriate. (with Board approval).