

SECTION XII - PLANNING

A. REGION PLANNING PROGRAM

1. The Region Planning Program is focused on getting the goals and objectives of the Institute implemented at a chapter level.

B. REGION PLANNING CHAIR (RPC)

1. Chapter Activities

- a. Establish and maintain a direct communication link with Chapter Planning Committee Chairs; provide guidance for them. Document contacts made and direction given
- b. Assist each Chapter with their long-range plan. Past Chapter Presidents are great information sources. Some Chapters have a meeting a month of Past Chapter Presidents. Also recommended: get the President-Elect, President and Past President together
- c. Advise members and Chapters regarding planning activities and resources available from the Institute. Assist in the selection of appropriate subjects and in the preparation of the activity.

2. Region Activities

- a. [M] Identify and establish contact and relationships within the Region to aid in the development of planning programs. Document contacts made and direction given.
- b. [M] Review and make revision suggestions to your Chair's goals, as listed. Transmit all recommendations to the Southwest Region Directors.
- c. [M] By the second year of your term, establish a Vice Chair position. The Vice Chair would become Chair the following year.
- d. [M] Attend the Southwest Region Conference, and conduct a workshop and make appropriate presentations on planning programs at this Conference.
- e. [M] Prepare at least two articles on planning programs and activities for Southwest Breezes.
- f. [M] Transmit all records to the succeeding Planning Chair at the end of your second year.

3. Institute Activities

- a. Maintain communications and coordinate activities with the Institute Planning

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continued

- Committee. Inform Chapters of current Institute plans and activities, particularly as they relate to "The Strategic Long-Range Plan".
- b. Promote planning programs to encourage greater participation at all levels within CSI.
 - c. Submit by January 1st and May 1st reports on the status of Region planning activities, by Chapter, to the Institute Planning Committee through a designated Planning Committee member, with copies to Southwest Region Institute Directors. Detail in particular progress on all measurable items, as indicated by [M], above.

(Note: items marked [M] indicate that they are measurable.)