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**Strategic Planning Process Roles and Responsibilities**

**Co-Directors**

* Guide and make final decisions regarding process
* Help committee chair recruit members
* Attend committee meetings as needed
* Maintain regular contact with JCC board (approval to undertake process, status updates, participation in strategic planning session where appropriate, approval of final plan)
* Review plan drafts
* Keep JCC senior staff abreast and engaged where appropriate
* Plan final presentation at camp in summer

**Assistant Director**

* Help identify participants based on existing donor cultivation, alumni outreach, etc.
* Participate in strategic planning sessions

**Strategic Plan Committee Chair**

* Recruit, convene, coordinate committee members
* Create plan and timeline for the process
* Manage strategic plan drafts, produce final version
* Coordinate development of a management protocol for the plan

**Strategic Plan Committee Members**

* Meet as a committee monthly, and communicate as needed
* Organize and recruit for strategic planning sessions
* Take detailed notes at strategic planning sessions
* Fill in strategic plan (adapted) template throughout process

**Camp Committee Members**

* Participate in 2 strategic planning sessions
* Help prepare the sections of the plan that relate to their committee roles

**JCamp 180 Mentor**

* Guide overall process, stay in touch with co-directors and committee chair
* Facilitate most (or all) strategic planning sessions
* Attend committee meetings as needed
* Review plan drafts and any other materials