



SESSION 2

Typical Duties of a Planning Team or Committee Chair

- 1. Plan and organize planning team or committee meetings in collaboration with a strategic property planning consultant.
- 2. Determine the meeting method (e.g., in-person meeting or meeting via technology) best suited to meeting purposes.
- 3. Coordinate with institute leadership regarding the planning and timing of large gatherings the strategic property planning process requires.
- 4. Chair planning team or committee meetings and be recognized within the institute as the leader of the strategic property planning process.
- 5. Facilitate the collection of materials, information, access to facilities, staff and other logistics a strategic property planning process requires.
- 6. Provide direction to the strategic property planning consultant and work with the consultant between meetings to identify, refine and sharpen evolving process requirements and needs.
- 7. Identify emerging strategic property planning issues, decisions or needs for consideration by the planning committee or team or by institute leadership.
- 8. Coordinate with other committees of the institute on matters where committee work and the work of strategic property planning intersect.

