

Virginia Nursery & Landscape Association

Chairman's Planning Guide¹

The purpose of this guide is to assist VNLA Committee Chairpersons and Directors in planning projects and to provide a historical record of activities of the committee to pass to subsequent directors. Each Director is responsible for maintaining this record for his or her committee.

Section 1 – Committee Structure

Indicate schedule of committee meetings and provide contact information for each committee member. Indicate, if applicable, specific area of responsibility for each committee member. Indicate dates of term for each.

Section 2 – Strategic Objectives of Committee

Include copies of current and previous strategic objectives for your committee

Section 3 – Project Records

For each proposed or ongoing project, complete a project record sheet. The project record sheet will include the objective of the specific project, indicate how the project relates to the strategic plan, list budget and manpower considerations, allocate duties to committee members, indicate planning and implementation schedule and summarize status and/or results of the project. Include attachments as necessary.

Sections 4 – Supplemental Information

Insert any extraneous committee reports, correspondence, or VNLA minutes

¹ Saturday, December 11, 2004 - C:\My Documents\Vna\FORMS\Chairman.rtf

Section 1 – Committee Structure

Committee/Position Name _____

Director/Chair _____

	Name	Company	Dates of Term	Phone	FAX
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Schedule (Typical times per year and location)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 4. _____

Committee Member Contact List

	Name	Telephone	FAX	Company	Area of Responsibility	Inactive Date
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____	_____

VNLA/CPG/Sec1/Pg2/2005

Dates: From _____ to _____

Section 2 – Strategic Objectives

Insert copies of all strategic object objectives past and present. Complete summary information on action taken to pursue strategic objectives relating to your committee.

VNLA/CPG/Sec2/Pg1/2005

Strategic Objectives Action Summary

1. (Strategic Objective) _____
(Related Project) _____
(Project Disposition)(E.g. ongoing, terminated, active dates) _____

(Key Person) _____
2. (Strategic Objective) _____
(Related Project) _____
(Project Disposition)(E.g. ongoing, terminated, active dates) _____

(Key Person) _____
3. (Strategic Objective) _____
(Related Project) _____
(Project Disposition)(E.g. ongoing, terminated, active dates) _____

(Key Person) _____
4. (Strategic Objective) _____
(Related Project) _____
(Project Disposition)(E.g. ongoing, terminated, active dates) _____

(Key Person) _____
5. (Strategic Objective) _____
(Related Project) _____
(Project Disposition)(E.g. ongoing, terminated, active dates) _____

(Key Person) _____

VNLA/CPG/Sec2/Pg2/2005

Dates: From _____ to _____

Section 3 – Project Records

For each project, complete a project record sheet. The project record sheet will include the objective of the specific project, indicate how the project relates to the strategic plan, list budget and manpower considerations, allocate duties to committee members, indicate planning and implementation schedule and summarize status and/or results of the project. Include attachments as necessary.

VNLA/CPG/Sec3/Pg1/2005

Project Record Sheet

Project Name _____
Objective _____
How Related to Strategic Plan _____
Estimated Cost _____ Funded by _____
Planning Schedule _____
Implementation Schedule _____

Action Taken (E.g. Committee Member, Executive Director, Contract Labor)

Name	Duty	Date	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Status/Results _____

VNLA/CPG/Sec3/Pg2/2005 Date _____ By _____

Section 4 – Supplemental Information

Insert any extraneous committee reports, correspondence, or VNLA minutes