**Annual Section Planning Meeting**

**General project description:** Conduct a Planning Meeting to identify goals for the Section and/or Branch to accomplish for the coming year.

**Those in charge:** Section and/or Branch Officers (President, President-Elect or Vice-President, Past-President, Treasurer, Secretary)

**Benefits:** Provides ongoing documentation that guides Section and/or Branch activities and offers measurable outcomes for easy determination of success. The planning meeting encourages a variety of ideas. Since it is a brainstorming session, participants feel free to suggest ideas. A significant amount of collaboration occurs which contributes to the planning process. Individuals take ownership of, and think of ways to achieve goals, associated with their positions.

**Recommendations:**

* Initiate a planning meeting to serve as a brainstorming session for goals that the Section and/or Branch Board members, committee chairs and other interested members would like to achieve in the coming year.
* Identify measurable goals and develop preliminary courses of action to incorporate into a planning document.
* Document key decisions made, and goals ultimately selected for implementation. This also provides a way to review the Section and/or Branch’s success with accomplishing the goals at the end of the year.
* Use this planning document to hold a planning meeting for the coming fiscal year.
* Structure the document to group goals by position and update to reflect new goals annually.
* Refer to [Diversity, Equity & Inclusion Best Practices Guide](https://www.asce.org/diversity-equity-and-inclusion/best-practices-resources-guide).
* Use this document to record your desired goals and the plans necessary to achieve them.

**Additional Ideas:**

* Example schedule (for a fiscal year beginning January 1):
  + October: Hold first planning meeting
  + November: Develop document and have Board review the document
  + December: Finalize document
  + Implement throughout the fiscal year(s)
* Follow up with individuals to make sure that they complete their goals and plans by the targeted deadlines.
* Make the Section and/or Branch planning meeting a continuing process that occurs each year.