

Strategic Planning Committee Application

In early 2018, YWCA USA will begin a network-wide strategic planning process, facilitated by The Alford Group, in collaboration with the YWCA USA national office, YWCA USA board of directors, and YWCA leaders. A Strategic Planning Committee of up to twenty individuals will be formed to provide leadership to the entire process. Local YWCA leaders will be part of the composition of that committee and interested leaders are encouraged to apply.

To indicate your interest, please complete this form and submit it via email to Kelli Shewmaker at kshewmaker@ywca.org no later than January 22, 2018. In addition to this application form, you must also submit your resume, a letter of interest, and a letter of support. If you need additional space for your answers in Section 2, please attach another sheet and reference the question numbers.

The letter of interest should be written by you and outline your interest in the strategic planning process and outline the knowledge, skills, perspectives, and competencies you would bring to the committee. The letter of support should be written by the executive director (ED) or chief executive officer (CEO) at the YWCA local association you are affiliated with. The letter should document that the leadership of your local association is aware and supportive of your plans to be involved with this strategic planning, and the time commitment required by the participation. For EDs and CEOs applying, letters of support should be written by the Board President. Both letters should be no longer than 2 pages each.

All materials must be received by **10 PM Eastern, January 22, 2018.**

Receipt of your application and materials will be confirmed upon receipt. Applicants selected to be on the committee will also be reimbursed travel costs associated with attendance at any in-person meetings.

Please review the following information carefully before applying for participation in the committee. Questions can be sent to Casey Harden at charden@ywca.org.

Strategic Planning Committee and Membership Description

The YWCA Strategic Planning Committee is an ad hoc committee made of approximately 15-20 individuals, including:

- YWCA USA staff leaders
- Members of the YWCA USA Board of Directors
- Local YWCA representatives

Purpose and Expectations of Committee

This Committee's charter will include:

- Leading and participating in a process to develop a network-wide, three- to five-year strategic plan for YWCA
- Identifying key outcomes that, if achieved, would allow YWCA to have the greatest impact and most fully realize its mission and purpose
- Developing key strategies for each outcome to inform key initiatives YWCA could undertake to advance its goals
- Consideration of and integration of feedback from stakeholder research to develop final strategic concepts and go-forward plan
- Contributing to workgroup sessions designed to add operational details to the strategic plan to ensure it is a functional and accurate document that will work for YWCA

Time Commitment

The Committee will meet for three in-person sessions, to be held in Washington, DC:

- Design Workshop, 1-day session, tentatively planned for February 2018
- Planning Retreat, 1.5-day session, tentatively planned for April 2018
- Alignment and Messaging Session, 1-day session, tentatively planned for May or June 2018

In between these sessions, Committee members will likely have 2-3 hours per month of reading/reviewing and/or meeting time. The formal work of the Committee is anticipated to run from January to July 2018.

Roles and Attributes of Committee Members

All Strategic Planning Committee members will be expected to:

- Attend and participate fully in calls/web conferences and in-person sessions
- Read, review, and respond to strategic planning materials (as applicable) provided by senior YWCA leadership and/or The Alford Group, our strategic planning consultants
- Engage in open-minded, generative thinking
- Take various perspectives, including seeing both the big picture effects of decisions and their potential operational implications

Additionally, Strategic Planning Committee members will each bring knowledge, skills, perspectives or competencies to help the committee accomplish one or more of the following:

- Articulating or affirming the organization's mission, vision, and purpose
- Identifying forces and factors [positively or negatively] impacting our ability to succeed
- Providing access to specialty knowledge or intelligence relevant to the YWCA's strategy
- Setting the stage for effective and efficient execution and continuous improvement
- Analyzing and incorporating relevant information and feedback
- Communicating the plan to YWCA constituents and internal and external stakeholders

Section 1 – Personal Data

First name	
Last name	
Age	<input type="checkbox"/> 18-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61-70 <input type="checkbox"/> 71+
Address	
Phone	
Email	

Section 2 - Additional Information

1	Your local association (YWCA Name; City, State)	
2	Your current title/role with your YWCA local association	
3	How long have you been in this role?	
4	If you have held other roles with YWCA, list other titles here	
5	If you have previously held another role with YWCA, how many years in total have you been with YWCA?	

Section 3 - Additional materials required

Enter your initials in the box on the right next to each item to confirm submission or review.

Have you submitted your Letter of Support from your ED or CEO? (EDs and CEOs must submit a Letter of Support from their Board President)	
Have you submitted your Letter of Interest?	
Have you submitted your resume?	