

Planning and Budget Council:

The **criteria for service** on the Planning and Budget Council is that each member have the following:

- A comprehensive understanding of the College;
- The ability to recognize present and future student and community needs, coupled with a desire to effect the changes required to meet those needs;
- The ability to recommend actions which are in the long-term best interest of the College;
- The ability to work effectively in a team-oriented manner.
- The ability to envision a future state and define strategic goals to achieve that future state;
- Offer diverse perspectives;
- Assertiveness in articulating ideas;
- Ability to develop and recommend goals, targets, and metrics;
- Ability and willingness to assess tradeoffs in making resource allocations.

The Planning and Budget Council has the following **responsibilities**:

- To review and use the Grasp the Situation summaries to inform the strategic planning process;
- To assist the President in developing the strategic plan including recommending goals, measures and targets;
- To identify the institutional capacities needed to be developed to achieve the strategic plan;
- To check the institutional progress on the strategic plan quarterly and adjust as needed;
- To recommend revisions to the budget guidelines;
- To align budget recommendations with strategic and operational plans;
- To consider and recommend future budget scenarios;
- To recommend allocation of resources;
- To communicate with member constituencies;
- To develop and implement an annual orientation program for new council members.

The **term of office** for the faculty and staff members of the council is three years, with a limit of two terms. Terms end on August 31 of the third year of office.

For more information about the Planning and Budget Council, please review the [Governance Policy](#).