



## American Planning Association Northern New England Chapter

### CHAPTER MISSION

The purpose of the Northern New England Chapter, American Planning Association, shall be to improve and promote the standards and quality of planning at all levels in the states of Maine, New Hampshire, and Vermont; to encourage the free exchange of ideas among planners in Northern New England; and to facilitate the participation of members in the activities of the American Planning Association.

### STRATEGIC OBJECTIVES 2023-2028

The Northern New England Chapter of the American Planning Association (NNECAPA) represents *planning* and *planners* in Maine, Vermont and New Hampshire. The Chapter Executive Committee is responsible for providing the organizational structure and leadership necessary to further these goals:

#### We will represent *planning* by:

- Serving as a resource for information about the field of planning and the importance of planning to our communities by providing members and the public with timely information on national legislation, programs, and best practices in planning
- Serving as an exchange for planning information within and among the three states, academic institutions, allied professions, and neighboring APA and CIP Chapters.
- Supporting state associations' advocacy for good planning at the federal, state, and local levels.
- Supporting the development of academic and educational programs for citizens and planners across the region.

#### We will represent *planners* by:

- Encouraging, supporting, and organizing ongoing professional development for all Chapter members through the annual Northern New England Planning Conference, as well as other workshops, courses, and conferences.
- Providing information and assistance to planners applying for and maintaining membership in AICP, including providing support to AICP applicants and providing at least 15 CM credits (including credits within 2 of the 4 specialty areas) each year.
- Providing resources and supporting members in advancing equity in all aspects of planning at the national, state, and local levels.
- Providing members with opportunities for professional support, communication, and information exchange via networking at Chapter events, the Yankee Planner newsletter, and other activities.
- Celebrating the hard work and achievements of planners and planning throughout Northern New England through an active annual awards program.
- Collaborating with chapters, divisions, universities, and allied professional associations in sharing information about professional development opportunities and organizing Chapter events.

#### We will represent the *Chapter* by:

- Ensuring the Chapter's long-term organizational and fiscal sustainability through the preparation and implementation of work plans and budgets that reflect the Chapter's mission and the aforementioned goals, and otherwise maintaining the Chapter in good standing with APA.
- Adopting annual budgets and maintaining adequate reserves in order to balance the Chapter's financial obligations while maintaining a central focus on its mission and providing services and value to members.
- Expanding and maintaining Chapter membership in order to advance the Chapter's mission and provide valued resources and collaborative opportunities to planners throughout the region.

# EXECUTIVE COMMITTEE WORK PLAN 2022-2023

## Overview

The purpose of this work plan is to identify priority activities of the Executive Committee over its two-year term, and is guided by:

- **Strategic Objectives:** prepared and adopted by the Executive Committee, this provides the high-level goals that inform the EC's approach and priorities for its routine and special projects over a five-year period.
- **Chapter Presidents Council Performance Criteria:** mandatory criteria set by APA's Chapter Presidents Council which cover the basics of governance, financial management, and member services.
- **Chapter Policies & Operations Manual:** prepared and adopted by the Executive Committee, this contains the policies and SOP's for the Chapter's administrative and ongoing work/activities.

This work plan is not intended to replicate the goals, objectives, or specific activities contained within any of the above resources. It specifies programs, projects, and other activities that the EC intends to advance beyond its routine activities. The EC may make additions or modifications to this work plan periodically.

## Action Items

### **Communications**

- Donna and Shayna Sylvia (NHPA) will develop a NNECAPA Welcome Package with assistance from Eric (VPA) and Lynn/Amanda (MAP). The target is to make the new member package available by the end of 2022. Instructions for joining the list-serv will be added to the new member letter.
- Matt Sullivan will work with Shayna Sylvia (NHPA) to develop a general NNECAPA Conference 'brand' as the organization moves away from a thematic conference approach.
- A general sponsorship notification will be distributed early in the calendar year to sustaining and other sponsors. This sponsorship communication will present the opportunities available for the upcoming calendar year and make potential sponsors aware of the 'asks' that may be coming. This will include offering newsletter sponsorship.

### **Professional Development**

- Chapter and Section PDO's will collaborate to develop mentorship programs that connect experienced professionals with emerging professionals.
- An Equity, Diversity, and Inclusion (EDI) 'audit' both for the organization and Executive Committee will be performed that will include, but not limited to, a review of existing policies and procedures and how they might be improved to encourage EDI principles.
- A scholarship or other program will be explored to support the attendance of those who may not otherwise be able to afford the costs of conference attendance.

### **Advocacy**

- Encourage participation by Section Legislative Liaisons at the APA Policy and Advocacy Conference in an effort to ensure NNECAPA representation.

### **Administration**

- All organizational files held in external document repositories will be transferred into the Google workspace environment.
- Coordination meetings will be scheduled between the Section and Chapter Treasurers AND the Section and Chapter PDO's.
- Explore the ability to send all general NNECAPA e-mail communication through the Google Mail account.