

Strategic Planning Committee Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

Provide oversight of and leadership to the strategic planning process of the Society.

Goals and Deliverables

Responsibilities include, but are not necessarily limited to the following

1. Bring vision and new ideas to the Society's plans, working with the Society's staff and soliciting and using input from the membership and committees.
2. Annually review the current Strategic Plan of the Society to establish the strategic goals, objectives, and priorities for the Society.
3. Work with Society staff to update the strategic plan as needed to be presented to the Board for approval.

Membership

The Strategic Planning Committee will have fourteen (14) voting members as follows:

- The President-Elect, who will Chair the committee.
- Chairs of the Membership and Communities, Symposia, Publications, Education and Outreach, Engineering, Science and Technology Policy (ESTeP), Equity, Diversity, and Inclusion (EDI), Information Technology, and Corporate and Exhibitor Committees.
- The Vice President.
- The Secretary/Treasurer.
- Two (2) committee members chosen by the SPIE President Elect and approved by the Board (third Board meeting of year proceeding term). Ability to bring vision and new ideas to the Society's plans is the prime criterion for selection. In finalizing the membership of the committee, a balance of technical and organizational (industry, academic, government) backgrounds is desirable, as is membership that reflects the international nature of the Society. These appointed members must be current voting members of SPIE.
- The Chief Executive Officer.

The SPIE President will serve as a non-voting advisor.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed. An additional in-person meeting is budgeted for but may be cancelled at the discretion of the Chair.

Authority

The Strategic Planning Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

Quorum

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow *“The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)”*
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.