# Workplan Template

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| **FY\_\_\_\_\_\_ Strategic Plan Year 1 GOAL:** | | | |
| **Instructions:**  *1. Define what the goal means to the chapter.*  *2. Identify tactics or actions that address the goal.*  *3. Develop a way to measure progress.* | | | |
| **Values – the fundamental character and culture of a group.**  *Pro-tip: Tactics should embody one or more of the ASID ethos.* | | | |
| **Community** | *We believe in the power of community. We collaborate across borders and scientific disciplines with public and private institutions. We are a convener of people and ideas. Teamwork is essential to our success.* | |  |
| **Integrity** | *We want our scientific and operational integrity to be renowned. We honor the diversity of people and ideas in our community. We adhere to the highest level of professionalism and professional ethics.* | |  |
| **Passion** | We are passionate about the science of food. We are dedicated to expanding knowledge and advancing careers. We commit ourselves to finding solutions to the food challenges facing humanity. | |  |
| **Progress** | We are dedicated to supporting the changing needs of our members and our community. We are committed to continuous improvement and to championing innovation. | |  |
| **Respect** | We respect the scientific process and our peers. We are guided by the needs and demands of our members. We are committed to clear communication and responsiveness. | |  |
| **Inclusion** | We promise to listen, learn, and invite input from people of all backgrounds. We will create processes to reach shared agreements and pursue equity in our community. Our decisions and actions are informed by intentionally challenging assumptions, beliefs, and practices that maintain inequity in society and science. | |  |
| **Define Goal** |  | |  |
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| ***Tactic/Action*** | | ***Resources (People & budget, if applicable)*** | |
|  | |  | |
| ***Metric*** | | ***Outcome*** | |
|  | |  | |
| ***Tactic/Action*** | | ***Resources (People & budget, if applicable)*** | |
|  | |  | |
| ***Metric*** | | ***Outcome*** | |
|  | |  | |

## Contingency Plan

A contingency plan is essential for an organization because it prepares the board and leadership to respond effectively to unexpected events, minimizing disruptions to operations, protecting assets, and ensuring continuity of essential services. A well-structured contingency plan anticipates potential risks—such as natural disasters, financial crises, loss of key personnel, or regulatory changes—and provides clear steps to mitigate their impact.

### Key Considerations for a Board’s Contingency Plan

Risk Identification and Assessment. Identify potential risks specific to the Section and assess potential impact. This involves reviewing financial, operational, reputational, and compliance risks, as well as insurance needs to prioritize contingency strategies.

Resource Allocation. Contingency planning may require setting aside financial reserves, or budgeting for losses in membership, volunteer and financial resources.

Roles and Responsibilities. Clear roles should be defined in the contingency plan, specifying who will make decisions, communicate updates, and implement specific actions during a crisis. The board must determine who will take the lead in various scenarios and empower those individuals with the authority needed to act swiftly.

* + Communication Plan – protocols for timely updates, distribution channels, and messages to keep stakeholders informed.
  + Compliance and Legal Considerations - Plans may be required to adhere to legal and regulatory requirements to avoid liabilities.

Flexibility and Review. As risks and priorities evolve, the board must periodically review and update the contingency plan to reflect new threats, changes in operations, or lessons learned from past incidents.