



## Needs Assessment & Planning Committee Chair October 2026- September 2027 Nomination Form

**The Chair’s duties and responsibilities shall include, but are not limited to the following:**

1. Direct the affairs of the committee as its administrative officer, chairing meetings, reviewing minutes, and working with Planning Council Support staff to ensure that the committee has the data and materials to carry out its work successfully.
2. Assist with the development of an annual committee work plan based on legislative responsibilities and the Integrated/Comprehensive Plan.
3. Develop an annual report of the committee's activities and challenges to present at the annual meeting in September.
4. Identify the committee’s training needs and work with the Membership & Engagement Committee and Planning Council Support staff to meet these needs.
5. Attend the monthly Executive Committee meetings to assist with managing and coordinating the work of the Planning Council.

**Length of Appointment:** The Need Assessment & Planning Chair shall serve a one-year term and be elected at the first committee meeting in October. The Chair may serve a second term if elected by two-thirds vote.

Nominee’s Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Why do you think you or this individual would be a good fit for this position? If you need more space, then please use the back of this form.

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***PCS Use Only***

Did the nominee accept the nomination?  Yes  No  Self-nomination