

Multistate Tax Commission Strategic Planning ~~Steering~~ Committee Charter

I. Committee Purpose of the Steering Committee

The primary ~~function-purpose~~ of the Strategic Planning ~~Steering~~ Committee is to oversee ~~the~~ Multistate Tax Commission (MTC) ~~Strategic-strategic Planning~~ ~~planning~~ and ~~Implementation-implementation~~ processes. The ~~Steering Committee-committee~~ will provide insight on short-term and long-term strategies to achieve the mission and vision of the MTC. Members of the ~~Steering C~~committee ensure that the MTC's strategic objectives are being addressed and that projects chartered by the ~~Steering C~~committee are completed. These responsibilities are carried out through the following ~~functions~~:

- Develop the ~~statements of~~ mission, vision, values, and goals for the MTC.
- Conduct periodic environmental scans to assess internal and external opportunities and challenges that affect the MTC's ability to perform its mission and achieve its long-term vision and goals.
- Encourage the development of and charter strategic planning and implementation projects that will help the MTC achieve its vision and goals ~~by improving its process and business practices.~~
- Monitor progress of projects that are underway.
- ~~Formally a~~ ~~Accept,~~ ~~review~~ and approve project deliverables.
- Monitor performance and ongoing effectiveness of completed project deliverables.
- Provide leadership within the MTC to advocate for the use and institutionalization of strategic planning practices ~~within the operations of the MTC.~~

II. Committee Membership

The ~~Steering C~~Strategic Planning ~~C~~Committee consists, at minimum, of the ~~following members, at a minimum~~ officers of the MTC and its executive director.:

- ~~The officers of the MTC (chair, vice chair, and treasurer),~~
- ~~Immediate past commission chair, and~~
- ~~The Executive Director of the MTC.~~

The ~~Steering C~~committee ~~should~~ may also include ~~other~~ past ~~commission MTC~~ ~~chairs-officers~~ and ~~other~~ representatives of compact and sovereignty member s ~~of states the Commission, including sovereignty members,~~ with input from and approval by the Executive Committee ~~of the MTC~~. The chairs and vice chairs of other standing MTC committees are advisory members of the ~~Steering~~

Committee, providing input on, and suggestions for, strategic planning and implementation projects and updates on pending projects and other committee activities.

The chair of the ~~Steering~~ Committee ~~should~~ will be selected from the committee's members (except the executive director) and be a ~~past commission chair, if possible.~~ Otherwise, the chair should be a tax administrator who is committed to strategic planning as a business practice. The executive director will serve as the vice chair of the committee.

Each year, in conjunction with the ~~Annual annual Meeting meeting~~ of the MTC, the ~~Steering~~ Committee will affirm its membership and designate a chair.

III. Role of a Steering Committee member ~~Member Role~~

~~It is intended that the~~ The Steering Strategic Planning Committee guides the strategic planning process for the MTC and oversees implementation of planning practices in the MTC's regular operations. ~~Steering~~ Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. ~~Steering~~ Committee members should:

- Be genuinely interested in strategic planning and be an advocate for broad support of the vision and goals of the MTC.
- Understand the strategic implications of the political, financial, and administrative environmental factors that affect the MTC's performance of its mission.
- Appreciate the significance of the MTC's strategic goals to the states, taxpayers, and the public, and consider their interests in planning the business of the MTC.

In practice, this means that ~~Steering~~ Committee members:

- Review the status of projects underway.
- Establish priorities for projects in consideration of personnel and financial resource constraints.
- Provide guidance and feedback to project teams.
- Monitor the effectiveness of completed projects and recommend adjustments when necessary.
- Report on project progress to the ~~MTC~~ Executive Committee.
- Communicate with the states, taxpayers, and the public about the MTC's strategic planning efforts.

IV. Steering Committee meetings ~~Meetings~~

The Steering Strategic Planning Committee will meet in conjunction with meetings of the ~~MTC~~ Executive Committee. The ~~Steering~~ Committee may also meet at the call of the

chair. ~~Meetings of the Steering~~ Committee meetings are subject to the MTC Public Participation Policy. ~~Steering~~ Committee meetings may be held in person or telephonically. A majority of the non-advisory membership constitutes a quorum.

Charter approved by the MTC Executive Committee on December 12, 2013; revised November 17, 2017; further revised November 8, 2018.