



## Strategic Planning Committee

### Terms of Reference

Approved: May 17, 2021

<b>Composition</b>	Determined by the Board of Directors - <a href="#">Constitution 7.4</a>
<b>Members</b>	As determined by the Board of Directors <a href="#">Policy 1.3.4 (3.3)</a> <a href="#">(3.5)</a>
<b>CHAIR</b>	Appointed by the Committee
<b>Chair's Duties</b>	<ul style="list-style-type: none"> <li>● Chair the meetings;</li> <li>● Set the agenda and dates in consultation with CSBA Executive Director and members;</li> <li>● Ensure notes are kept and posted;</li> <li>● Submit the annual work plan to CSBA Executive Director after first meeting of the year;</li> <li>● Submit a report to the CSBA Executive Director to include with the materials for the Board of Directors' meetings. The report should include the activities of the past months, steps the Committee/Work Team will take over the coming months, and recommendations to the Board. <a href="#">Policy 1.3.4 (3.11)</a></li> <li>● Act as spokesperson; <a href="#">Policy 1.3.4 (3.11)</a></li> <li>● Encourage active participation and country wide representation from members. <a href="#">Policy 1.3.4 (3.4)</a></li> </ul>

<b>Mandate</b>	<ul style="list-style-type: none"><li>● To develop, monitor, and review the Strategic Plan in accordance with the Constitution/ByLaws and CSBA policy.</li></ul>
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Facilitate the development and review of the strategic plan when required.</li><li>2. Provide direction/advice to the Board of Directors. <a href="#">Policy 1.3.4 (3.2)</a></li><li>3. Monitor the implementation of the Strategic Plan.</li><li>4. Develop an annual work plan linked to the Strategic Plan as appropriate. <a href="#">Policy 1.3.4 (3.10)</a></li><li>5. Work in collaboration with all other CSBA Committees/Work Teams. <a href="#">Policy 1.3.4 (3.12)</a></li><li>6. Regularly review the terms of reference for this committee and make recommendations to the Board for any changes.</li></ol>