



Strategic Planning Committee

Terms of Reference

Approved: May 17, 2021

Changed to Committee of the Whole: May 2023

Composition	Determined by the Board of Directors - Constitution 7.4
Members	As determined by the Board of Directors Policy 1.3.4 (3.3) (3.5)
CHAIR	Appointed by the Committee
Chair's Duties	<ul style="list-style-type: none"> ● Chair the meetings; ● Set the agenda and dates in consultation with CSBA Executive Director and members; ● Ensure notes are kept and posted; ● Submit the annual work plan to CSBA Executive Director after first meeting of the year; ● 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. Policy 1.3.4 (3.11) ● Act as spokesperson; Policy 1.3.4 (3.11) ● Encourage active participation and country wide representation from members. Policy 1.3.4 (3.4)

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