

STRATEGIC PLANNING SUB-COMMITTEE

Terms of Reference (draft #3)

Purpose:

Strategic Planning is a shared responsibility of the ANPLC Board of Directors, leadership and staff. The ANPLC Board of Directors is responsible for determining the Vision, Mission, Values and Strategic Priorities and Strategies of the clinic. Clinic Staff determine an operational plan within the strategic framework.

The Strategic Planning Committee as a Sub Committee of the Executive Committee will ensure the development and maintenance of a strategic plan.

Membership:

The Strategic Planning Committee shall be comprised of:

- at least two Board members one of which shall belong to the executive committee
- Administrative Lead
- Nurse Practitioner lead

Role:

The Strategic Planning Committee will:

1. conduct an annual review of the strategic plan and present findings and recommendations to the Board of Directors
2. ensure formal strategic planning session every three years to develop new Strategic Plan. A recommended Plan will be presented to the Board of Directors for approval.
3. ensure minutes of all meetings are documented and presented to the Board at the next general meeting

Meeting Frequency:

- The Strategic Planning Sub-Committee will meet each January and as needed to review the strategic plan and bring recommendations for updates to the Board for approval
- A formal strategic planning session is carried out every 3 years to review and update mission, vision, core values, strategic priorities and strategies.
- The SP sub-committee will work with the Administrative Lead to organize, plan and coordinate this session and follow up sessions.