

**STRATEGIC PLANNING COMMITTEE**  
Sub-Committee of the Executive Committee  
*Terms of Reference*

**Role**

The Strategic Planning Committee ensures the development and maintenance of a strategic plan for the clinic. Strategic Planning is a shared responsibility of the Algoma NPLC Board of Directors, Executive Director-Nurse Practitioner Lead and clinic staff. The Algoma NPLC Board of Directors is responsible for determining the Vision, Mission, Values and Strategic Priorities of the clinic. The ED-NP Lead and clinic staff determine the strategies and develop operational plans within the strategic framework. The Strategic Planning Committee is a sub-committee of the Executive Committee with its own terms of reference.

**Membership**

The Strategic Planning Committee shall be comprised of;

- At least two Board Directors, one of which shall belong to the Executive Committee
- Executive Director-Nurse Practitioner Lead, ex-officio
- A recording secretary may be included as needed, ex-officio

**Responsibilities**

1. Conduct an annual review of the strategic plan and present findings and recommendations to the Board of Directors
2. Ensure a formal strategic planning session every three years to develop a new Strategic Plan. A recommended Plan will be presented to the Board of Directors for approval.
3. Select Committee Chair annually.
4. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting
5. 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 October 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 committee will work with the ED-NP Lead to organize, plan, and coordinate this session and follow-up sessions.

  
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Wendy Payne, Board Chair

  
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Date of Chair Signature