SCDSN STRATEGIC PLANNING COMMITTEE

# TERMS OF REFERENCE

**Mandate:**

On behalf of the Specialized Clinical Developmental Services Network (SCDSN), this standing Committee will focus on the development of SCDSN’s strategic plan.

**Reporting:**

The Strategic Planning committee will report to the Board or Directors.

# Membership:

The Committee will be comprised of at least 3 and no more than 8 SCDSN members. The committee will be a mix of SCDSN Board and non-board members, and the committee chair must be a member of the SCDSN Board.

Committee Chair

The Committee Chair will be a member of, and appointed by, the Board of Directors.

The Committee Chair will:

* Call committee meetings as required,
* Recruit member representatives for the committee,
* Determine the work of the committee for the year.

Committee Members

The Committee members will be other SCDSN Board members, agency representatives and invited guests from member agencies, as required to make up the committee.

**Term:**

The Strategic Plan committee will be struck annually during the SCDSN Annual General Membership meeting.

**Meetings:**

The Chair of the committee shall call a meeting annually no later than 6 weeks after the Annual General Meeting and as needed, providing a minimum of 2 weeks’ notice for the meetings. The Chair will set the agendas for the meetings.

**Quorum:**

Quorum for meetings of the Strategic Planning committee is a majority of the members of the committee where the Committee Chair or designate is present.

# Procedures:

This Committee has been established by the SCDSN’s Board of Directors for the development of the organization's strategic plan and is responsible for:

1. Identifying potential SCDSN strategic priorities through various methods of information gathering from various stakeholders;
2. Developing draft strategic priorities related to the operations of SCDSN based on feedback received from information gathering activities;
3. Presenting and gaining approval from the SCDSN Board of Directors on a fulsome strategic plan based on identified priorities; and
4. Annually, at the Annual General Meeting, presenting a status update on SCDSN’s progress in its achievement of the approved strategic goals