

Strategic Planning Committee – Approved Terms of Reference

Type of Committee	Strategic - Board
Mandate	The Committee is responsible for proposing the overall strategic plan for BCB to the Board and to lead the ongoing review of the plan.
Key Duties	<p>The Committee will perform the following key duties:</p> <ol style="list-style-type: none"> 1. Identify key trends and factors affecting the organization, and/or clarifying the organization’s mission, vision and core values; 2. Coordinate the development of the Strategic Plan and engage members and other stakeholders as necessary to determine BCB’s strategic direction; 3. Develop a planning, monitoring, and evaluation cycle for BCB’s Strategic Plan that identifies the required actions, ownership and timelines; and 4. Determine which/what KPOs will be measured and monitored to ensure progress is being made towards the goals.
Authority	<p>The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.</p> <p>The Committee does not have the authority to bind the organization in contracts, services or other resource allocations.</p>
Composition	<p>Members of the Committee will serve terms of three years with no limit to the number of terms a member may serve.</p> <p>In the event that all committee member positions need to be filled (with the exception of the Chair position), the Board will appoint half of the available positions as a three-year term and the other half to a two-year term to ensure a rotation of committee members.</p> <p>Members of the Committee may be removed by the Board for any reason.</p>

Term	The Committee will meet virtually or in person, as required. Meetings will be at the call of the Chair.
Meetings	The Committee will receive the necessary resources from BCB to fulfill its mandate. The Committee may, from time to time, receive administrative support from BCB.
Resources	As a standing committee, the Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.
Reporting	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Approval and Review	<p>The Chair should have the following skill set:</p> <ul style="list-style-type: none"> • Understanding of the function and purpose of Bowls Canada • Understanding of the role of Canadian amateur sport and the environment in which it operates • Leader / Motivator • Effective communicator • Language profile (English and French) • Effective teamwork and interpersonal skills • Critical thinking and decision making • Risk management • Stakeholder relations experience <p>Experience with long-term and short-term strategic planning initiatives</p>
Other	•

Approved May 2021