



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>The Board will appoint an individual who best meets the required skill set to serve as the Chair of the Committee. The Chair will recommend up to five other individuals for appointment to the Committee for approval by the Board.</p> <p>The Committee may invite other individuals to participate in committee meetings as necessary. These individuals are not permitted to vote.</p> <p>Agrees to provide their consent to be bound by the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (the UCCMS), as amended from time to time, and to be subject to proceedings</p>

	<p>initiated related to potential violations of the UCCMS, including, without limitation, accepting the jurisdiction of the OSIC/Abuse-Free Sport if they are, at any point, designated as a UCCMS Participant by the NSO.</p> <p>The Chief Executive Officer (or staff designate) will be an ex-officio and non-voting member of the Committee.</p>
Term	<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>
Meetings	<p>The Committee will meet virtually or in person, as required. Meetings will be at the call of the Chair.</p>
Resources	<p>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.</p>
Reporting	<p>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.</p>
Approval and Review	<p>The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.</p>
Other	<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

	<ul style="list-style-type: none">• Risk management• Stakeholder relations experience• Experience with long-term and short-term strategic planning initiatives
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Approved May 2021
Revised and Approved March 2024