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## **STRATEGY COMMITTEE TERMS OF REFERENCE**

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### **AUTHORITY**

The Strategy Committee is established by the Board of Governors and reports to the Board through the Committee Chair. The Committee Chair shall provide leadership to the Committee members in fulfilling the mandate set out in these terms of reference.

### **RESPONSIBILITIES OF THE STRATEGY COMMITTEE**

The Strategy Committee, as delegated by the Board of Governors, shall oversee and provide direction to the Board in two primary areas: Strategy Direction and Process and Strategy Implementation and Monitoring. The Committee Chair shall work with the College Executive and support resources as determined by the Chair to help manage the Committee's work plan and will liaise with the Coordinator, Board Operations, in planning Committee meetings and agendas.

#### **Strategy Direction and Process**

1. On behalf of the Board, establish and manage the Board's strategic planning process.
2. Annually, at a minimum, coordinate facilitation of the Board through a strategic direction setting and revision process (to be developed)
3. Ensure the College's strategic plan is revised in accordance with the new developments in the strategic environment.
4. Ensure development, coordination and communication of the College's strategic plan through a process of strategy implementation and monitoring.

#### **Strategy Implementation and Monitoring**

1. In coordination with College Executive, ensure accountabilities, decision making parameters, and information channels exist for the effective implementation of College Strategy.
2. Establish clear parameters and metrics, where possible, for monitoring of College strategy execution and implementation.
3. On behalf of the Board, establish and manage the monitoring and review process. Using defined criteria, develop structure and process for objective and formalized monitoring of College strategy.
4. In alignment with the monitoring process, carry out strategy implementation review and monitoring activities.

### **MEMBERSHIP**

The Committee shall be composed of one individual from each of the Board Standing Committees. The Committee will select an individual from its membership to serve as

Chair. Ex-officio members on the Committee include the Board Chair and President and CEO.

The VP Academic, VP Corporate Services and Director, Strategic Planning & Projects shall act as a resource to the Strategy Committee. The Committee shall access external support resources as required to fulfil its Terms of Reference.

The Committee composition shall be revisited annually.

### **RESPONSIBILITIES OF THE STRATEGY COMMITTEE MEMBERS**

- Attend all Strategy Committee meetings.
- Understand the goals, objectives, and desired outcomes of the Committee.
- Take a genuine interest in the outcomes and overall success.
- Help others to understand the project and support them throughout this process. To ensure integration of the work of the Strategy Committee with other Board Standing Committees, members will provide status reports and consult, where necessary, with their respective committees.
- Fulfil assigned tasks and responsibilities within the specified timelines.

These terms of reference may be amended as required, subject to approval by the Board.