



Strategic Planning Committee Mandate

I. Mandate

The Strategic Planning Committee is a committee of the Board of Directors (BOD) of the Association of Ontario Road Supervisors (AORS). Generally, the AORS' Strategic Plan shall create a current list of strategic priorities for the Association to implement in order to achieve its mission and enhance the services it delivers.

The mandate of the Strategic Planning Committee is to develop a current Strategic Plan to be approved by the Board of Directors for implementation. Once adopted, this committee shall monitor, update and report progress of the current AORS Strategic Plan.

II. Committee Composition, Appointment and Procedures

a. Composition and Appointment of the Committee

The Committee shall be comprised of at least 9 members including representation of various AORS committees, Corporate Directors and staff to ensure consideration of all AORS services and mandates. The following committees have representation on the Strategic Planning Committee:

- Education, Finance, Spotlight, Certification.

Corporate representation includes:

President, Second Vice President, Past President

AORS Staff includes:

- Executive Director, Training Coordinator, Support Services Coordinator

Also included is at least one "member at large". Committee members may represent more than one of the above categories.

b. Committee Chairperson and Vice Chairperson:

The Committee Chairperson shall be the current 2nd Vice President for a four (4) year term to coincide with each new Strategic Plan and whose responsibilities shall be to:

- oversee the Committee's discharge of responsibilities under this mandate;
- set agenda and ensures that the Committee meets at least once per year with additional meetings at the call of the Chair;
- report to the full BOD on all proceedings and deliberations of the Committee and at such other times and in such manner as the Board considers advisable.

The Vice Chairperson will be appointed by the other committee members for a one year term.

c. Absence of Committee Chairman

If the Chairman of the Committee is not present at any meeting of the Committee, the Vice Chairperson shall preside. If he/she is not present, one of the other members of the Committee who is present at the meeting shall be chosen by the Committee to preside at the meeting.

d. Quorum

A majority of the members of the Committee shall constitute a quorum.

III. Responsibilities of the Committee

The Strategic Planning Committee is responsible for the following:

- Assists in the development of a current strategic plan for the Association which shall outline clear and specific activities to be completed or implemented in order to realize the Association's goals and mandates;
- makes recommendations to the Board of Directors to approve and implement the strategic plan;
- recommends policies, procedures and activities to assist in the implementation of the Strategic Plan;
- delegates workplan activities developed from the approved Strategic Plan to the most suitable Committee(s) for implementation and requests updates;
- works with other Association committees and AORS staff to implement strategic plan goals;
- keeps minutes of its meetings in which shall be recorded all actions taken by the Committee; these minutes shall be made available to the Board;
- Updates the Board of Directors at their regular meetings.