



Strategic Planning Committee

1.0 Objective:

The Strategic Planning Committee is a standing committee of the Institute responsible for overseeing and setting the strategic directions for the Canadian Institute of Forestry

2.0 Functions and Responsibilities:

- 2.1 Coordinate the development of a strategic plan and ensure the CIF-IFC has a current and relevant strategy, inclusive of a vision, mission, and high level goals over a 5-year planning horizon;
- 2.2 Utilize work of other committees, and engage members and other stakeholders as necessary to determine a long-term direction;
- 2.3 Connect with other committees to discuss and strategic planning implications;
- 2.5 Make recommendation to the Board of Directors for a 5-year strategic plan.

3.0 Membership

The Strategic Planning Committee will be chaired by a member at large, and comprised of no less than 4 additional members, and the Executive Director. Preference shall be given to members with significant interest in, and knowledge of long-term planning and strategic decision making

4.0 Conduct of The Strategic Planning Committee

- 4.1 Meetings will be scheduled by the Chair
- 4.2 Most decision-making with respect to recommendations and strategies are expected to be consensual. If a consensus is unclear or in doubt, the Chair may clarify the committee's view by calling a vote in which a simple majority shall prevail.
- 4.3 All recommendations must be brought forward to the National Board of Directors and voted on before implementation may occur

5.0 Accountability

The Task Force is responsible for providing recommendations and strategies to the National Board of Directors.

6.0 Responsibilities of the Committee

The Committee members are responsible for pursuing the vision and terms of reference of the Committee. To this effect, members participate in all relevant discussions as issues arise. Matters will be referred to the Board for consideration when deemed appropriate by the Committee.

7.0 Meetings and Reporting

- 7.1 Most communication will occur via email with meetings held via teleconference and arranged by the Chair; a face to face meeting may be conducted.
- 7.2 The Committee shall report formally to the Board of Directors on its proceedings throughout the year
- 7.3 The Committee will provide a short synopsis of actions for inclusion in the Annual Report