

## **Science Atlantic Strategic Planning Committee**

### **Terms of Reference**

(Approved, August 15, 2024)

#### Mandate:

The mandate of the Committee is to provide oversight in the development and implementation of Science Atlantic's strategic plan. The Committee will help organize priorities, measurable goals, objectives and timeframes, and make recommendations to the Board on how to proceed. The Committee will monitor progress on development and/or implementation of the plan, alerting the Board to any issues or changes in recommendations that the Board might need to address.

#### Purpose:

The purpose of the Strategic Planning Committee (the Committee) is to assist the Board and Executive Director in setting and maintaining the strategic direction for Science Atlantic.

#### Responsibilities:

The SPC is responsible for advising the Board and Executive Director on matters relating to the strategic direction of the organization, including, but not limited to:

- Ensuring that Science Atlantic has a current and relevant strategic plan
- Coordinating broader strategic planning activities every five years
- Establishing measurable goals, objectives, and timeframes to enable the plan's implementation
- Monitoring the implementation of the plan [note: this could happen through hearing reports from other groups during quarterly SPC meetings]
- Annually, assessing progress in meeting established goals, objectives, and timeframes  
Recommending updates to the plan as needed
- Bringing recommendations to the Board on actions that might be required to the plan and/or its implementation
- Preparing an annual written report and (October) presenting at the Annual Members Meeting (November)

#### Reporting:

- The Chairs of the EDIA and SR Action Committees, as well as other committees as may be determined, report to the Committee
- The Chair of the Committee reports to the Board
- The Chair of the Committee reports at the Annual Members Meeting (November)

Authority:

- The Committee provides input on the activities of the Equity, Diversity, Inclusion, and Accessibility (EDIA) and Social Responsibility (SR) Action Committees, and other groups as relevant
- The Committee makes recommendations to the Board

Membership:

- No less than four members representing the range of committees and institutional members of Science Atlantic and the breadth of professionals invested in science education and research issues in Atlantic Canada, including:
  - One Board Director to act as Chair
  - Chair of the EDIA Action Committee
  - Chair of the SR Action Committee
  - Other members as deemed appropriate
- Executive Director

Members are appointed by the Science Atlantic Board in accordance with the criteria listed above.

Appointments are for a two-year term, renewable.

Meetings:

- The Committee meets virtually approximately four times a year, and in person as needed
- Meetings will be coordinated by the Committee
- Meeting agendas and minutes will be prepared and distributed by the Committee Chair; when available, Science Atlantic staff will provide support
- Minutes and meeting materials will be archived by Science Atlantic staff

Commitment:

Approximately five hours per quarter:

- The Committee meets virtually at least quarterly to discuss progress on the work plan and prioritize the activities of the SPC subcommittees and other relevant groups
- Committee members participate in the Annual Members Meeting (November)
- Members take part in discussions by email and contribute to documents as needed

Review of these Terms of Reference:

These Terms of Reference shall be reviewed by the Committee at least annually. Changes will be brought to the Board for approval.

Effective Date: These Terms of Reference are in effect as of August 15, 2024.