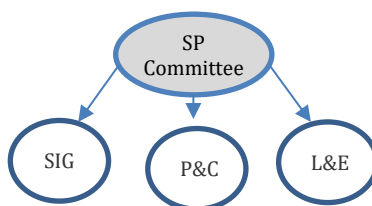


Science Atlantic Strategic Planning Committee Terms of Reference

Approved by Board, May 28, 2020

What: The Strategic Planning (SP) Committee is a standing committee of the Board of Directors. It provides oversight to three subcommittees that address the three priorities of the 2018-2022 Strategic Plan (Sustainable and Inclusive Governance Subcommittee (SIG); Partnerships and Community Subcommittee (P&C); and Leadership and Empowerment Subcommittee(L&E)).



Purpose: The purpose of the SP Committee is to assist the Board and Executive Director in setting and maintaining the strategic direction for Science Atlantic.

Responsibilities:

- Ensure that Science Atlantic has a current and relevant strategic plan
- Oversee the successful implementation of the plan via the SP subcommittees
- Act as a coordinating body for the SP subcommittees and their activities, ensuring that measurable goals and objectives are established to enable assessing progress
- Make recommendations to the Board, including updates to the plan as necessary, to achieve the goals of the plan
- On an annual basis, assess the achievements and activities of the organization against the goals and objectives of the SP subcommittees
- Prepare an annual written report (October) and present at the Annual Members Meeting (November)
- Ensure the coordination of broader strategic planning activities every five years

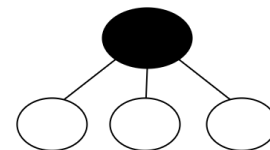
Reporting:

- The Chair of each SP subcommittee reports to the SP Committee
- The Chair of the SP Committee reports to the Board

Authority:

- The SP Committee approves activities of the SP subcommittees
- The SP 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 member to act as Chair
 - The Chairs of each SP subcommittee
 - 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.

Commitment:

- The SP Committee meets virtually at least quarterly to discuss progress on the work plan and prioritize the activities of the SP subcommittees
- Members participate in the AMM (November)
- Discussion by email and contributions to documents as needed

Review of these Terms of Reference: These Terms shall be reviewed by the Board no less than every three years.

