

## Document Revision History

Version	Date Released	Author/Editor	Description of change
0.1	18-Apr-16	Rachel Garratt	First Draft
1.0	25-Apr-16	Rachel Garratt	Approved by Board of Trustees – no changes.

## Type of Committee

The Strategic Planning and Visioning Committee is a standing committee of the Board.

## Purpose

The mission of the Strategic Planning and Visioning Committee is to define, coordinate and maintain on an ongoing basis, a Three-Year Strategic Plan that is aligned with the mission, vision and values of the Vancouver Waldorf School.

## Core Responsibilities

1. Drive the work outlined in the *Plan for Renewal of Vision, Mission and Values v2.0* approved by the VWSS Board of Trustees on Wednesday April 13, 2016.

This work is an intensive program from April to June 2016 and includes:

- Facilitating the review and approval of the vision, mission and values through a consultative process.
- Ensuring the vision, mission and values are assimilated into the school (extends beyond June 2016).
- Facilitating the development and approval of a three-year strategic plan including financials.

2. Generate an annual timeline for the Committee's ongoing work with the goal of having an approved Three-Year Strategic Plan completed by March each year for presentation at the Spring Community Forum.
3. Conduct regular reviews and advise necessary actions to ensure the vision, mission and values remain assimilated into the school.
4. Support the development and annual update of operating plans by the other mandate groups, the Board of Trustees and the College of Teachers to remain aligned with the strategic plan.

## Group Membership

Suggested size: 5 members

There will be up to two Board Trustees on this Committee and up to three other members from the VWS community (by application and selection by the Board). This Committee will include representation from the pedagogical, fiduciary, and development realms as well as a balance of membership that covers all of the following skill areas:

- Anthroposophical and pedagogical knowledge
- Board-level governance experience
- Strategy development experience
- Change management experience
- Consulting and/or workshop leadership experience

Term of membership shall be two years and should be on a rotational basis so not all Committee members change at any one time.

The Chair is decided annually by the committee members. The committee chair shall be accountable for scheduling committee meetings, providing timely committee reports to the Board including providing time estimates to the Board Chair for use of Board meeting time by the committee, and shall be accountable for assuring that the work of the committee is being performed in compliance with the committee mandate.

The Board must be immediately informed of any changes to committee membership.

## Meeting Structure

The meetings of the Strategic Planning and Visioning Committee are closed. Guests may be in attendance if agreed in advance by the Committee.

Meetings will be held as needed and agreed upon by the Committee.

For the period to July 2016 there will likely be a need to meet weekly while completing an intensive planning period. Meetings will likely change to monthly beyond that.

## **Accountability**

The Strategic Planning and Visioning Committee is accountable to the Board.

## **Decision Authority**

The Strategic Planning and Visioning Committee is a recommending body and has no decision-making authority.

The Committee should work in a consultative capacity to drive the core responsibilities described above. That is, as an example, the Committee are not mandated to perform the review of the vision, mission and values within the Committee membership; rather they are mandated to act as the drivers and facilitators for that process, liaising with the community, College and Board to complete the review.

Final approval of the strategic plan requires joint Board of Trustees and College of Teachers approval.

## **Reporting**

The committee must provide the Board with written reports of their activities as well as the minutes from every meeting. These reports are to be circulated with the agenda prior to the next full Board meeting. Committee minutes must be provided to the Board as soon as possible after the meeting.

Reports should be complete but concise, avoiding excess information. The Board does not need to hear all of the details of a committee's discussions. Committee reports may include a request to the Board for feedback on an idea, an emerging direction with salient pros and cons, or a recommendation for Board action. If the committee is not making a recommendation or requesting feedback, a progress report may be sufficient.

The committee shall record minutes of each meeting, and these minutes shall be available on file in the VWS secured drive (S:\).