



## **Terms of Reference Strategic Planning Committee**

### **Mandate**

- 1 The Strategic Planning Committee is the Board committee of Volleyball Canada that is established to assist the Board in fulfilling its responsibilities related to developing, overseeing, and approving a Strategic Plan for Volleyball Canada.

### **Authority**

- 2 The Committee will exercise its authority in a manner that is consistent with:
  - a. these Terms of Reference;
  - b. Volleyball Canada's Articles, By-laws, and policies;
  - c. Volleyball Canada's Strategic Plan, Vision, Mission and Values; and
  - d. all applicable legislation, government policy and initiatives.
- 3 The Committee may form sub-committees as needed.

### **Composition**

- 4 The Committee will have a minimum of five and a maximum of seven members.
- 5 The Chair of the Board will appoint the Chairperson of the Committee, who will be a Director of Volleyball Canada. The Chairperson will be appointed for a two year term, subject to the Chairperson continuing to be a Director.
- 6 The Chairperson, in consultation with the CEO will appoint other Committee members. Committee members will be appointed for a one year term.
- 7 Generally, the Chairperson and Committee members will not serve on the Committee for more than six consecutive years; however, they may serve for a longer period of time in exceptional circumstances.
- 8 The Chairperson may, in consultation with the CEO, remove a Committee member, and fill any vacancy on the Committee.
- 9 The Chair of the Board and the CEO are ex officio, nonvoting members of the Committee.



10 Notwithstanding any provision in these Terms of Reference, the Board may appoint, replace or remove the Chairperson or a Committee member.

### **Responsibilities**

11 The Committee will:

- a. review and adhere to these Terms of Reference;
- b. develop and implement a process to create Volleyball Canada's Strategic Plan;
- c. recommend a Strategic Plan to the Board for approval;
- d. develop and implement a process to receive feedback on Volleyball Canada's Strategic Plan; and
- e. advise the Board on feedback received on the Strategic Plan and recommend potential changes to the Strategic Plan to the Board.

### **Good Faith**

12 Members of the Committee will act honestly and in good faith.

### **Conflict of Interest**

13 All Committee members will declare any conflicts of interest when they are appointed to the Committee and at the beginning of every Committee meeting. Committee members may not participate in any decision where they have or could be perceived to have a conflict of interest.

### **Diversity Equity and Inclusiveness**

14 Volleyball Canada is committed to encouraging diversity, equity and inclusivity in the administration of its policies, programs and activities and will work to provide under-represented groups with an equitable range of opportunities to participate on its committees.

### **Meetings**

15 The Committee will meet by telephone, video conference or in person, as required, and at the discretion of the Chairperson.

16 A quorum will be a majority of the members of the Committee.

**Reporting**

- 17 The Committee will keep a record of all of its recommendations.
- 18 The Committee will submit regular reports to the Board through the CEO.

**Resources**

- 19 The Committee will have access to resources from Volleyball Canada to fulfill its responsibilities as approved by the CEO.

**Review**

- 20 The Committee and Board will review these Terms of Reference annually.

**Approval**

- 21 The Board approved these Terms of Reference on 23 May 2024.