

Lanark Renfrew Health & Community Services

Planning and Review Committee Terms of Reference

PURPOSE:

The Planning and Review Committee, a standing Committee of the Board, directs the ongoing strategic planning process for Lanark Renfrew Health & Community Services. It makes recommendations to the Board regarding its role delivering quality programs and services relevant to the beliefs, vision and mission as articulated in the LRHCS Strategic Directions. The Committee may create sub-committees (i.e. Strategic Planning; Visioning; and/or Quality Improvement) to be responsible for ensuring the various functions and responsibilities of the Committee are met.

FUNCTIONS:

The responsibilities of the Planning and Review Committee include:

1. Monitoring the performance of the organization by receiving and reviewing operational plans for all parts of LRHCS;
2. Recommending to the Board what its role and actions are relative to Quality and Improvement initiatives;
3. Being aware of social, political, and/or community trends and changes that may have a significant impact on our ability, to achieve our vision, mission and strategic directions and make recommendations to the Board;
4. Making recommendations regarding the creation of, and any ongoing changes to, the strategic plan for the organization;
5. Being receptive to receiving potential advocacy issues and make recommendations to the Board for consideration;
6. Reviewing the Beliefs, Vision and Mission statement of LRHCS at least once in each five year strategic planning cycle and ensuring effective communication of the same (both internally and externally);
7. Reviewing the Organizational Planning and Evaluation Map annually;
8. Ensuring LRHCS is meeting accreditation standards in terms of planning, evaluation and Quality Improvement;
9. Carrying out other tasks related to planning as requested by the Board of Directors;

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FREQUENCY OF MEETINGS: Monthly or as required

REPORTING REQUIREMENTS: The committee reports to the Board of Directors of Lanark Renfrew Health & Community Services.

MEMBERSHIP: The Planning and Review Committee shall consist of a minimum of two Board members, a minimum of two staff members, and up to three members of the community-at-large who may be recruited to supplement the Committee's expertise. If the Chairperson is not one of the Board members, then one of the Board members will be designated to provide the regular reports of the Committee to the Board.

Revised by Planning and Review
Committee
November 7, 2018

Approved by Board of Directors
November 27, 2018