



# Planning and Review Committee

## Terms of Reference

Reviewed January 2021

**PURPOSE:** The Planning and Review Committee, a standing committee of the Board, directs the ongoing strategic planning process for ConnectWell Community Health. It reviews the programs and services of the agency and ensures that they support the Beliefs, Vision, Mission, Commitment and Strategic Directions of the Organization. It reports and makes recommendations to the Board on the functions below.

### **FUNCTIONS:**

**The responsibilities of the Planning and Review Committee include:**

1. Overseeing the development of a strategic plan for ConnectWell Community Health at intervals determined by the Board of Directors (not exceeding 5 years) and ensuring the Beliefs, Vision, Mission and Strategic Directions are current;
2. Monitoring the organizational performance through annual review of the Organizational Planning and Evaluation Map and the operational plans of all programs;
3. Learning about individual programs, evaluations and organizational challenges along with hearing ideas and plans for future programming;
4. Ensuring that ConnectWell Community Health is meeting accreditation standards in terms of planning, evaluation and Quality Improvement initiatives;
5. Considering social, political, environmental, public health and community issues, trends and changes that may impact our ability to achieve our vision, mission and strategic directions;
6. Receiving, reviewing and recommending potential advocacy issues for adoption by the Board;
7. Carrying out other tasks related to planning and review as requested by the Board of Directors.

**FREQUENCY OF MEETINGS:** Monthly or as required.

**REPORTING REQUIREMENTS:** Reports to the Board of Directors monthly or as required.

**MEMBERSHIP:** The Planning and Review Committee shall consist of a minimum of two Board members and up to three members of the community-at-large who may be recruited to supplement the Committee's expertise. The CEO will designate a staff resource and staff representatives as required to support the committee. 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.

**Last reviewed by the Planning & Review Committee:** January 2021

**Last revised by the Planning & Review Committee:** January 2021

**Last approved by the Board of Directors:**