

|                       |  |                 |               |
|-----------------------|--|-----------------|---------------|
| <b>Policy Name:</b>   | <b>BOARD PLANNING CYCLE – STRATEGIC PLAN AND ANNUAL CALENDAR</b> |                 |               |
| <b>Policy Number:</b> | <b>GOV-107</b>   | <b>Formerly</b> | <b>BG-105</b> |

|   |   |                                    |  |
|---|---|------------------------------------|--|
|  <b>West Elgin<br/>Community<br/>Health Centre</b> | <b>Creation Date:<br/>February 2000</b> | <b>Reviewed Date:<br/>May 2018</b> | <b>Approved by:<br/>Board of<br/>Directors</b> |
|---|---|------------------------------------|--|

## POLICY STATEMENT

The West Elgin Community Health Centre's (the "Centre") Board of Directors (the "Board") is responsible for developing and overseeing the implementation of the Centre's Strategic Plan. Each Strategic Plan will outline the Centre's specific short and long-term strategic directions and objectives.

In addition, the Board shall develop and adopt an Annual Calendar setting out specific tasks and projects to be undertaken by the Board during the ensuing year, which shall include specific time frames. The Annual Calendar will help define the meeting agendas for specific Board meetings.

## PROCEDURE

The strategic planning process will encourage input from the Centre's stakeholders.

Beginning in the last year of any Strategic Plan, the Board shall meet as often as may be required to develop the Centre's ensuing Strategic Plan. Such meetings will involve the Executive Director and may involve other staff members, professional advisors and consultants as the Board may determine to be necessary and advisable. Once adopted, the Strategic Plan shall be available for review by Members and other stakeholders of the Centre.

Throughout each year, the Board shall receive and review reports from staff as to the implementation of specific programs and services designed to meet the objectives and priorities set out in the Strategic Plan.

The Governance Committee shall work with the Executive Director to prepare the Board's Annual Calendar for the ensuing year. The plan will be submitted to the Board prior to the end of the Centre's then-current fiscal year for its approval.