

Policy Name:	BOARD PLANNING CYCLE – STRATEGIC PLAN AND ANNUAL WORK PLAN		
Policy Number:	GOV-107	Formerly	BG-105

 West Elgin Community Health Centre	Creation Date: February 2000	Reviewed Date: September 2025	Approved by: Board of Directors
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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 while ensuring alignment with funder requirements.

In addition, the Board will develop and adopt an Annual Work Plan setting out specific tasks and projects to be undertaken by the Board during the ensuing year which will include specific time frames. The Annual Work Plan 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 will 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 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 Work Plan 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.