

# Strategic Planning Committee Terms of Reference

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS'  
ASSOCIATION

PASSED: February 6, 2020  
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## Structure

### Name & Type

- 1           The Association Bylaw establishes the Strategic Planning Committee (hereinafter referred to as “STRAT,” or “the Committee”) as a standing committee of the Association.

### Purpose & Scope

- 2           (1)   STRAT exists to construct and recommend a strategic plan of three to five years to the Council, in order to guide the activities of the Association; and,  
  
              (2)   To ensure the Strategic Plan of the Association includes tangible projects and goals for the Association to meet.

## Composition

### Chair

- 3           The Committee shall be chaired by the President.

### Strategic Planning Director/Vice-Chair

- 4           (1)   The Chair may, at their discretion, appoint one person from the Committee membership (see items 5(2) and 6) as Strategic Planning Director, who shall assist in the direction and management of Committee affairs, and serve as Vice-Chair of the Committee in the absence of the Chair.  
  
              (2)   The Strategic Planning Director may not be a member of the Executive Committee.

## Membership

- 5     (1)     The Committee membership shall comprise:
- a) The President as Chair;
  - b) The remainder of the Executive Committee;
  - c) Three non-Executive members of the Council; and,
  - d) Two general members of the Association.
- (2)     The Chair shall appoint members to the Committee through an application process defined by the Chair.
- (3)     The Chair may remove a member of the Committee if:
- a) The member misses 3 consecutive meetings without notice; or,
  - b) The member is grossly negligent in their duties to the Committee

## Procedures

### Meeting Procedures

- 6     (1)     The Chair shall prepare an agenda for each meeting of the Committee, detailing:
- a) The date, time, and location of the meeting; and,
  - b) The business to be tended to at the meeting
- (2)     The agenda shall be distributed to all STRAT members at least 3 days in advance of the meeting.
- 7     (1)     Regular meetings shall be held at least three times per year, from May 1 to April 30.
- (2)     Additional meetings may be called by the Chair or by the Council as needed, with at least one week's notice to all Committee members

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- 8      (1)      Each member of the Committee has one vote, except the Chair, who may only vote in the event of a tie.
- (2)      In the event of a tie, the Chair may:
- a) Cast a vote; or,
- b) Abstain, and allow the motion to be defeated.
- 9      (1)      Members of the Committee must be present to vote, and may not vote by proxy.
- (2)      Notwithstanding section 10(1), members of the Committee may vote over the phone if they are on-call throughout the entire duration of the meeting.
- (3)      Votes of the Committee shall be conducted by a verbal “yes” or “no”, and only the result shall be recorded, except where a member calls for a division.
- a) If a member calls for a division, the Chair shall maintain a record of the vote including: the names of those members present; and, which way each person voted.
- 10      Quorum for meetings of the Committee shall be the Chair, one executive member, two non executive members, and the committee director.

## Duties & Deliverables

- 11      Pursuant to section 2 of this document, the Committee shall, at the request of the Chair and/or of the Council:
- a) Create a Strategic Plan for the Association;
- b) Review and revise the Strategic Plan;
- c) Generate tangible projects or goals to include in the Strategic Plan, in line with the object of the Association in the Bylaw;
- d) Review the Association’s performance in regard to its progress toward or completion of those goals;

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- e) As appropriate, recommend strategies or tactics in order to further progress toward or complete the projects or goals outlined in the Strategic Plan; and,
  - f) Regularly report to the Council on the Committee's work.

## Review

- 12     (1)     This Terms of Reference document shall be reviewed annually at the first meeting of the Committee. Amendments to this document shall be approved by:
- a) A super-majority vote of the Council; or,
  - b) A majority vote of the Council, when changes to the policy have been duly reviewed and recommended by the Committee.
- (2)     A record of any such amendments will be kept by the Committee.