

**The Institute of Chartered Secretaries  
and Administrators in Alberta**

**Terms of Reference  
Strategic Planning Committee**

**Reporting Relationship:** The Chairman of the Strategic Planning Committee is appointed annually by the Alberta Branch's (the "Branch") Board of Directors (the "Alberta Board"). The Committee reports, through regular updates provided by the Committee Chairman, to the Alberta Board.

**Role**

- Review the National strategic plan
- Facilitate discussion to align the Branch's strategic plan with National's objectives
- Facilitate the Branch's strategic planning process with the Alberta Board

**Key Responsibilities**

- Understand and actively support the Institute and its mission
- Review and understand the National strategic plan and communicate it to the Alberta Board
- Lead the Alberta Board's strategic planning process
- Respect and support the strategic decisions reached by the Alberta Board
- Complete research and action steps assigned in a timely manner
- Maintain on-going communication with National and provincial Branch representatives, as appropriate
- Prepare monthly reports and present at regularly scheduled Board meetings

**Critical Success Factors**

- Understanding of the strategic planning process
- Provide visible support for the Institute's vision and mission
- A bias for action and accountable for results
- The ability to obtain support and buy-in from Alberta Board members

**Membership Qualifications:**

- A member in good standing of the Institute
- Experience with strategic planning and group facilitation
- Good communication and people skills
- A current Alberta Branch Board member

**Liaisons and Contacts**

- None

Updated: February 13, 2009