



RGYC Strategic Planning Committee Terms of Reference

(1.0) Aims

The Committee is established to:

- a) Develop and manage the strategic plan and planning process.
- b) Identification of strategic risk and opportunities, and the development of mitigation plans.
- c) Routinely advise the Board on the achievement of the club's objectives and the status of the supporting strategies.
- d) Advise the Board on matters of strategic importance as and when they arise.
- e) Undertake research to guide the long-term planning of the club; such as education programs, expanded and innovative member activities, resources.
- f) Foster strategic partnerships.
- g) Monitor and review participation trends.
- h) Make recommendations for future programs and activities.

(2.0) Responsibilities

The Committee will:

- a) Facilitate at least annually, a formal review of the club's objectives.
- b) Progress in advancing the various strategies supporting those objectives.
- c) Matters referred to it by the Board.

The committee will routinely consider:

- a) A formal review of the progress towards achieving the club's objectives.
- b) Progress in advancing the various strategies supporting those objectives.
- c) Matters referred to it by the Board; and
- d) Matters which it may determine as being of strategic importance.

The Committee may call for management to assess, analyse and put forward recommendations on matters under its consideration.

The Committee will report to the Board the status of matters which are under its consideration and where appropriate, may recommend course of action.

(3.0) Committee Guidelines

- a) Committee undertakings must be aligned with the RGYC Strategic Plan and the RGYC Business Plan.
- b) The committees must ensure that identified programs and undertakings can be resourced.
- c) Committee undertakings must apply a risk-based approach, with a focus on: Operational, Financial, Reputational and Governance risk.

(4.0) Roles

a) Volunteers

1. Undertake roles and/or task as determined within the committee.
2. Provide Subject matter Expertise.
3. Act as a positive influencer (advocate) with members and stakeholders.
4. Provide support to programs and initiatives.
5. Communicate undertakings.

b) Staff

1. Access and determine capability and resourcing in delivering programs, activities and other undertakings.
2. Measure and report on outcomes.
3. Decide how to organise.
4. Establish structure, committee make-up and number, meeting frequency, committee member roles.
5. Organisation of all administration processes (agenda's, minutes etc).
6. Ensure work compliance.
7. Work within established budget.
8. Ensure risk management practices are being followed.

(5.0) Composition

Composition	<u>2024/25 Committee</u>
The Committee may comprise. a) Chair – A Member or Board Member. b) A Flag Officer. c) Up to 3 other members of the Board. d) Other members co-opted from time to time (as approved by Board).	

The GM and other staff may be requested to attend meetings at the discretion of the committee.

(6.0) Meetings

The Committee shall meet quarterly, or as required, and report to the Board.

The Committee may convene by telephone or other electronic means, as necessary. The quorum for a meeting is 4 members.

(7.0) Reports

Reports to be completed following each meeting. Reports to be placed with the portal.

(8.0) Performance Measures

(1.1) **Achievement of Strategic Objectives:**

- **KPI:** Percentage of strategic objectives achieved as outlined in the strategic plan.
- **Measurement:** Track the progress and completion of the strategic objectives set forth in the strategic plan, comparing achieved milestones against planned targets.

(1.2) **Effectiveness of Risk Mitigation:**

- **KPI:** Number and impact of strategic risks identified and mitigated.
- **Measurement:** Monitor the identification, assessment, and mitigation of strategic risks, including the implementation and effectiveness of risk mitigation plans.

(1.3) **Timeliness and Quality of Strategic Reviews:**

- **KPI:** Timeliness and comprehensiveness of annual reviews of the club's objectives and strategies.
- **Measurement:** Evaluate if formal reviews of the club's objectives and progress are conducted on schedule and if they comprehensively address strategic issues and opportunities.

(1.4) **Recommendations and Implementation:**

- **KPI:** Number and effectiveness of recommendations made to the Board for future programs and activities.
- **Measurement:** Track the number of recommendations provided to the Board and assess their implementation and impact on the club's long-term planning and activities.

(1.5) **Stakeholder and Partnership Engagement:**

- **KPI:** Number and quality of strategic partnerships and stakeholder engagements established.

- **Measurement:** Assess the development and effectiveness of strategic partnerships and engagements, including the identification and cultivation of new opportunities for collaboration.