

TERMS OF REFERENCE

ONTARIO ROPE SKIPPING ORGANIZATION (ORSO)

STRAT PLAN IMPLEMENTATION COMMITTEE

November 2022

COMMITTEE MANDATE

To develop a Strategic Plan for ORSO and oversee and manage its implementation.

COMMITTEE ROLE

1. To develop ORSO's Strategic Plan
2. To develop a process for managing implementation of the Strategic Plan.
3. Ensure the Strategic Plan remains current by making recommendations to the Board re: updating as appropriate.

AUTHORITY

The Committee will exercise its authority in accordance with the ORSO bylaws and such additional provisions as set out in these terms of reference. {and will do so without interference from the Board of Directors}

COMMITTEE COMPOSITION / STRUCTURE

1. The Committee will consist of three to five members all of whom must be members of ORSO.
2. Experience with strategic planning and implementation would be an asset but not a requirement.
3. Knowledge of ORSO's functioning would be a definite asset.
4. The Chair will be selected by the Committee from and by the Board appointed members of the Committee.
5. Individuals who volunteer to work on components of the strategic plan will be determined and appointed by the Committee.
6. If honorariums are awarded to individuals working on components of the strategic plan, those honorariums will be determined by the Committee provided that the Committee has a budget for such honorariums.
7. If the Committee does not have an honorarium budget, honorariums will be determined and awarded by the Board giving consideration to recommendations of the Committee.
8. Communications related to the Strategic Plan will be made through the Social Media & Marketing Committee based on material provided by the Committee.
9. All Committee members will be appointed by the Board.

TERM

The Committee's term will not have an end-date.

MEETINGS

Meetings will be called by the Committee Chair and held at least quarterly. Meetings may be in person or electronic. Minutes are to be taken.

COMMUNICATIONS

The Committee will report at least semi-annually to the Board.

An annual report will be submitted to the general membership at the AGM.

The Committee Chair or designate will be the spokesperson for the Committee.

External communications will be through the Social Media & Marketing Committee based on input from the Committee.

ACTIVITIES

1. Develop a Strategic Plan to be approved by the ORSO Board based on the Strategic Planning Workshop notes submitted to the Board's October 2, 2022 meeting
2. Assign and review responsibility for specific strategic planning priority undertaking on at least a semi-annual basis
3. Develop a process for tracking and monitoring implementation of the strategic plan.
4. Monitor progress of various implementation priorities.
5. Report to the Board on status of the Strategic Plan on a semi-annual basis.
6. Report to the general membership on the status of the Strategic Plan at the ORSO AGM.
7. Oversee the process for a thorough review of the strategic plan at least every three years.