

**TWILLINGATE - NEW WORLD ISLAND  
DEVELOPMENT ASSOCIATION**

**STRATEGIC PLANNING COMMITTEE**  
**Terms of Reference**

**I PURPOSE**

- < To develop a five (5) year Strategic Plan for the Twillingate - New World Island Development Association
- < To review and keep current the Strategic Plan of the Twillingate - New World Island Development Association
- < To assist in the implementation of the Strategic Plan of the Twillingate - New World Island Development Association

**II ESTABLISHMENT**

- < Appointed annually by the Board of Directors at the recommendation of the Executive
- < Appointment to take place at the Directors Meeting immediately following the Annual General Meeting of the Twillingate - New World Island Development Association

**III LEADERSHIP**

- < Chairperson appointed by the Board of Directors at the recommendation of the Executive

**IV COMPOSITION & STRUCTURE**

- < Minimum of three (3) members and maximum of five (5) members
- < One (1) member must be from the Association's Executive
- < Resource person as required
  - any costs associated with resource persons must be pre-approved by the Board of Directors, or Executive acting on behalf of the Board of Directors
- < Executive Assistant, or appointee, as required

**V LIMITS OF AUTHORITY**

- < Committee shall recommend to the Executive who in turn will make recommendations to the Board of Directors

## **VI DUTIES & RESPONSIBILITIES**

- < Develop a five (5) year Strategic Plan for the Twillingate New World Island Development Association
- < Review and keep current the Strategic Plan of the Twillingate - New World Island Development Association
- < Make recommendations to the Executive and/or Board of Directors as to changes deemed necessary to the Strategic Plan

## **VII OPERATIONAL PROCEDURES**

- < Meet regularly at the call of the Chairperson, or as directed by the Board of Directors, or Executive acting on behalf of the Board of Directors
- < Minutes are to be recorded at all Committee Meetings
- < Verbal reports will be given at Executive Meetings and at Board of Directors Meetings as deemed necessary by the Executive