



## STRATEGIC PLANNING POLICY

### **PURPOSE**

Strategic Planning is an organizational engagement activity that is used to set priorities, focus energy and resources, and strengthen operations.

Effective strategic planning:

- Ensures that Quadra Island Foundation and its stakeholders are working toward common goals.
- Sets out the actions needed to achieve those goals.
- Creates agreement on intended outcomes and how to measure the success of these outcomes; and
- Adjusts to a changing environment.

### **PROCESS**

A Strategic Planning Document is a document used to communicate QIF's goals, actions required to achieve those goals and all the critical elements captured during the planning exercise. Its overarching theme should align with QIF mission.

A document referred to as The Strategic Plan that encapsulates the above should be completed, Board approved and publicly accessible.

### **STEPS IN STRATEGIC PLANNING**

1. Analysis or assessment to create an understanding of the internal and external environments and should include findings as a result of the most recent community assessment
2. High level strategy is developed, and a basic organization level strategic plan is documented
3. Action Plans are developed, enabling execution of the Plan
4. Ongoing refinement and evaluation of performance

### **TIMING**

A Strategic Plan will be developed every three to five years, with ongoing adjustments from time to time, as approved by the Board. Preferably a Strategic Plan should be developed within the first year of a Chair's appointment.

### **ACCOUNTABILITY**

The Governance Committee is accountable for ensuring there is a Board-approved Strategic Plan. The Chair will monitor to ensure timely execution and follow-through on action items.

Approved by the Board: November 29, 2021

Review Date: Within one year of a new Chair being appointed and, otherwise, every three to five years.