

Lanark Renfrew Health & Community Services

Planning and Review Committee Terms of Reference

PURPOSE:

The Planning and Review Committee, a standing Committee of the Board of Directors, oversees the strategic planning process for Lanark Renfrew Health & Community Services, and ensures that the parts of the organization deliver quality programs and services consistent with the beliefs, vision and mission as articulated in the LRHCS Strategic Plan. The Committee may create sub-committees (i.e. Strategic Planning; Visioning; and/or Quality Improvement) to be responsible for ensuring the various functions and responsibilities of the Committee are met.

FUNCTIONS:

The responsibilities of the Planning and Review Committee include:

1. Overseeing the creation of a strategic plan for the organization as a whole and ensuring the development of operational plans that complement the Strategic Plan;
2. Reviewing the Beliefs, Vision and Mission statement of LRHCS at least once in each five year strategic planning cycle and ensuring effective communication of the same (both internally and externally);
3. Reviewing the Organizational Planning and Evaluation Map annually;
4. Identifying social, political, and/or community trends and changes that may have a significant impact on our ability, in the long term, to achieve our vision and mission and to be guided by our beliefs, and make proactive recommendations to the Board;
5. Monitoring the performance of the organization by: receiving and reviewing operational plans for all parts of LRHCS; evaluating program performance and uptake/implementation of strategic directions; and monitoring and reporting to the Board on Quality Improvement initiatives;
6. Ensuring LRHCS is meeting accreditation standards in terms of planning, evaluation and Quality Improvement;
7. Carrying out other tasks related to planning as requested by the Board of Directors;

FREQUENCY OF MEETINGS: Monthly or as Required

REPORTING REQUIREMENTS: The committee reports to the Board of Directors of Lanark Renfrew Health & Community Services.

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MEMBERSHIP: The Planning and Review Committee shall consist of a minimum of two Board members, a minimum of two staff members, and up to three members of the community-at-large who may be recruited to supplement the Committee's expertise. The Committee shall elect the Chairperson(s). If the Chairperson is not one of the Board members, then one of the Board members will be designated to provide the regular reports of the Committee to the Board.

Approved by Planning and
Review Committee
October 7, 2014

Approved by Board of Directors
October 28, 2014