

## SDAA Strategic Planning Policy Committee Charter

### Article I: Name and Purpose

1. **Name:** The committee shall be known as the "SDAA Strategic Planning Policy Committee" (hereinafter referred to as "the Committee").
2. **Purpose:** The Committee is established to develop a strategic plan for SDAA and its associated Foundation. The committee will produce a core strategy for the strategic plan including an initial set of phased organizational goals, resource allocations, and key business processes to implement the strategy. Following expansion of project initiatives by the SDAA Project Proposal Review Committee, the Committee will derive and maintain an annual, publishable strategic plan.
- 3.

### Article II: Authority and Responsibilities

1. **Authority:** ○ The Committee operates under the direction of the SDAA Board of Directors ("the Board") and has the authority to clarify strategic priorities, develop long-term directions, goals, and metrics for SDAA and its Foundation, and develop a roadmap of projects and initiatives that reflect that direction. In addition, the Committee has the authority to identify, outline or develop SDAA processes needed to implement the strategy.
2. Approval of all strategic planning products rests with the Board.
3. **Responsibilities:**
  - Assess SDAA mission, infrastructure, assets, and projects, the membership survey, and stakeholder input to develop a phased set of organizational goals, resource allocations, necessary business processes and control mechanisms. This is the core front end of the work based on the SDAA Project Proposal Review Committee agenda.
  - Interact with the SDAA Project Proposal Review Committee to validate the feasibility of the initial strategic plan decisions and maintain alignment between the two processes.
  - Evaluate the SDAA and Foundation business processes. Identify missing and necessary policies and procedures and define or outline those processes. Develop critical processes needed for immediate execution.
  - Produce and update an annual strategic plan documenting SDAA mission and strategy, phased projects (roadmap), and rationale.
  - Ensure compliance with **financial, ethical, and legal regulations and statutes**.
  - Seek Board approval for key decisions during the strategic planning process.
  - Obtain professional consulting services as needed with Board approval

### **Article III: Membership and Structure**

1. **Composition:** The Committee shall consist of **4-5 members**, including a Chairperson appointed by the Board.
  - a. At least **one Board member** shall serve as a liaison.
  - b. Members shall have expertise in **finance, business process development and improvement, or project management.**

2. **Terms and Appointments:** Members shall serve for a **renewable two-year term**. The Board shall approve appointments and removals as needed.

#### **3. Roles and Duties:**

**Chairperson:** Oversees meetings, facilitates discussions, and reports to the Board.

**General Members:** Conduct analysis and develop strategic planning products. This is intended to be a focused working group and no secretary is needed. If minutes become necessary, a secretary will be appointed by the chairman.

### **Article IV: Meetings and Decision-Making**

1. **Meeting Frequency:** The Committee will initially meet on a frequent basis to develop the core material to start the overall process and then as needed to support other responsibilities.

2. **Decision Process:** Due to the importance of the strategic planning products, elements that are not unanimous shall be referred to the Board for decision.

3. **Quorum:** ○ A quorum shall consist of **at least 50% of committee members**, including the Chairperson.

### **Article VI: Reporting and Accountability**

1. **Reporting to the Board:** The Committee shall submit a **monthly report** summarizing progress and key decisions.

2. **Record Keeping** Strategic planning products and documented board decisions shall be maintained in accordance with SDAA policy for retention of documents..

### **Article VII: Amendments and Dissolution**

1. **Amendments:** Changes to this charter require approval from the Board.

2. **Dissolution:** The Committee may be dissolved by a majority Board vote if deemed unnecessary or redundant.

**Approval and Adoption** This charter shall take effect upon approval by the SDAA Board of Directors