

Updated February 2023

## WOMEN'S AID STRATEGIC PLANNING COMMITTEE

### Current Membership

- Salome Mbugua
  - Ailbhe Smyth (Board Chair)
  - Olwen Dawe (joined feb 2023)
  - Sarah Benson (CEO)
- \*Additional members can be brought in for specific sessions.

## TERMS OF REFERENCE

### Role of the Strategic Planning Sub-Committee

The role of the Strategic Planning Sub-Committee is to:

- To oversee the development, implementation and evaluation of 3-5 year strategic plans for Women's Aid and the development, implementation and evaluation of annual business/operations plans. The responsibility for drafting of the strategic and annual plans are with the Women's Aid CEO and the Management Team.
- To oversee the development, implementation and evaluation of an organisational development plan to ensure that Women's Aid has the appropriate structures, systems, staffing and skills to enable it to deliver on its mission, meet its strategic goals and comply with statutory requirements and obligations.
- To oversee the development of any new services that the Board has agreed that Women's Aid will provide.

### Key Responsibilities of the Strategic Planning Sub-Committee

The key responsibilities of the Strategic Planning Sub-Committee are to:

- Agree a timetable and key review checkpoints with the Women's Aid CEO for development, implementation, and evaluation of the different plans (strategic, annual and organisational development plans).
- Participate in all scheduled Sub-Committee meetings annually and, when applicable, strategic planning meetings for the development of new plans to discuss and explore key issues and considerations.
- Sub-Committee meetings will take place at least once per year, and more frequently when required – especially during periods when a new plan is under development.

- Ensure that appropriate and relevant input and proposals from interested stakeholders (for example, staff, funders, other relevant service providers, etc) is obtained.
- Ensure, with input from the Financial Controller, Treasurer and/or Finance Audit & HR sub Committee as appropriate, that all proposed strategic actions have been properly assessed and costed.
- Ensure all decisions required to move forward are completed in a timely and effective manner.
- Provide advice and guidance to the Women's Aid CEO and the Management Team in the development of the plans and in addressing key issues and challenges facing the organisation.
- Make recommendations to Board in relation to the development, implementation and evaluation of these plans.
- Organise with the Women's Aid CEO specific Board sessions to review and decide on the recommendations in relation to these plans.

## **Membership**

This committee shall be appointed by the Board, and will normally consist of two Directors & the CEO. Alternates are not permitted. At least one member of the Committee should have recent and relevant experience in strategy and strategic planning matters. Other members of the Board, Executive or individuals with relevant experience may be co-opted to the Committee at the discretion of the Board.

## **Quorum**

A quorum shall be two members.

## **Meetings**

The Strategic Planning Committee shall meet no less than once per year.