

**CCLS STRATEGIC PLANNING TASK FORCE**  
**TERMS OF REFERENCE**  
**March 03, 2003**

Authority:

Formed at the pleasure of the Board, Motion # D-02-14.

Committee Structure:

The Committee shall comprise the Past-President, the Vice-President and the Executive Director who shall be a permanent member of the Committee. The Committee shall have a maximum of 7 members and reflect the diversity of CCLS membership. The Board will appoint a Chair. A quorum of the Committee shall consist of a majority of its members.

Committee Aims and Objectives:

1. To establish a Strategic Planning process.
2. To prepare a CCLS Strategic Plan.
3. To develop a work plan that identifies measurables.
4. To review CCLS's mandate from time to time.
5. To propose priorities to the Board, both short term and long term.
6. To make recommendations to the Board regarding the mandate of CCLS.
7. To track the implementation of the Strategic Plan missions.
8. To review, from time to time, the Strategic Plan.

Time Commitment:

Regular teleconferences will be held every two months. One face to face meeting may be held during the year. Members will be requested to spend 15 to 20 minutes after each meeting reviewing the Minutes of the Meeting. Members of the Committee may be requested to spend four to six hours a month researching and preparing reports.

Communication Plan:

1. The Executive Director will distribute the Terms of Reference to new members of the Committee upon the acceptance of their appointment.
2. The Committee will assign a member to take minutes of each meeting.
3. Minutes are to be distributed to Committee members within 10 business days after the meeting.
4. The Committee Chair will report to the Board on a regular basis.
5. The Committee Chair will prepare an annual report.