



TAEKWONDO CANADA

Terms of Reference

Strategic Planning Committee

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House of Sport, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7

- Committee Name:** Strategic Planning Committee
- Mandate:** The Strategic Planning Committee (the “Committee”) is an appointed committee of Taekwondo Canada. Its role is to propose, in consultation with all key partners, the overall strategic plan for Taekwondo Canada. The committee may provide ongoing review of the plan and provide input to the Executive Director on annual operating plans. The committee will report to the board of directors.
- Authority:** The Committee is created by the Board of Directors (the “Board”) and is an active advisor to the Board. The Committee may establish sub-committees to deal with specific issues in relation to the mandate of the Committee.
- Key Duties:** The Committee will perform the following key duties:
- Develop a planning, monitoring, and evaluation cycle for TC’s Strategic Plan
 - Coordinate the development of the Strategic Plan and engage members and other stakeholders as necessary to determine TC’s overall strategic direction
 - With the ED or designate, review and make suggestions on TC’s annual operating plan
 - Perform such additional duties as may be delegated to the Committee by the Board.
- Composition:** The Committee members shall be appointed until August 31, 2020, or until determined otherwise by extension or resolution of the Board.
- The Committee shall be comprised of not less than 3 and not more than 5 individuals who will be selected after a public call for interest.
The Committee will have the ED on the committee.
The Board may also appoint non-Directors to the Committee if their expertise and/or experience is deemed appropriate and valuable.
- The Board may remove Committee members.
- The membership of the Committee will have regard to the diverse nature of Taekwondo Canada’s membership including language, gender, ability/disability and geographic location.
- Should a vacancy occur on the Committee for whatever reason, the Board may appoint a qualified member to fill the vacancy for the remainder of the vacant position’s term.
- Meetings:** The TC President will be the Chair of the Strategic Plan Committee. The Committee will meet by telephone or electronically as required. Meetings will be at the call of the Chair. A majority of voting members shall constitute the Committee’s quorum.

- Resources:** The Committee will receive resources from Taekwondo Canada to fulfill its mandate as determined by the Taekwondo Canada Board of Directors. The Committee may, from time to time, request and receive administrative support from the Taekwondo Canada office staff.
- Reporting:** The Committee will report through the Chair to the Board at meetings as necessary. The Committee will report to the membership, in writing, at the Annual General Meeting as necessary.
- Approval:** These Terms of Reference were approved by the Board of Directors of Taekwondo Canada on May 27, 2020.
- Review:** The Committee will review these terms of reference and will make recommendations to the Board on any revisions, if warranted.