

# POLICY MANUAL

Original Effective Date: July 2, 2017

Date of Last Amendment: January 2019



**Section:** 1.0 Framework

**Sub-Section:** 1.3 Strategic Planning

**References:** CADS-Alberta 2018-19 (Annual) Strategic/Operational Plan  
CADS Alberta 2016-19 Long Term Strategic Plan

## **Policy Statement:**

The Board of Directors is proactive when developing the strategic direction for the organization, its staff and volunteers. Taking time to engage in a strategic planning process is considered the key to the success of the organization both in the short and longer term.

The Board of Directors assigns the strategic and operational draft development to the Program Director, who is expected to present the plan to the Board of Directors for discussion and feedback prior to finalizing the draft(s) as an approved document.

Two distinct strategic plans are the foundation through which CADS Alberta implements its programming. The first is the Long-Term Plan, which is completed on a quadrennial basis, the first of which was the CADS Alberta 2016-19 Long Term Strategic Plan. Planning at this level must take place at least every two years but may be as often as every year. This plan plays a leading role in the direction of the organization and the work plans for key staff members.

The second is the Annual Strategic/Operational Plan, which the Board of Directors is responsible for ensuring is reviewed annually and updated on a regular basis. The Annual Plan must remain relevant and be adjusted given external influences such as provincial policy changes and other partner and/or stakeholder changes. The annual plan must remain consistent with the Long Term Strategic Plan, which remains the fundamental guiding document for the Board of Directors and Staff.

Through this process it is expected that the Board of Directors will review and/or update the following areas: vision, mission, directives, targets and goals.

Annual status updates are summarized via an Annual Report to the Community. The Annual Report to Community should be provided 21 days in advance of AGM as part of deliverable package.