

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

Planning – Strategic, Annual Operating Plan and Planning Cycle Policy

This policy is designed to demonstrate a Board's commitment to providing the vision for their community foundation as a key ingredient in organizational stewardship. Good strategic planning results in better communication and a better understanding of how various parts of an organization work together to produce desired results. As part of the process of strategic planning, the Board of Directors may desire to appoint a governance committee, under the direction of the Board, to provide information or direction on elements of planning. In other circumstances, such as the development of the operating plan, operating committees may be established by the Executive Director that may include staff and volunteers. Operating committees are theoretically under the direction of the Executive Director.

Strategic Plan

The Board with the Executive Director will establish the foundation's overall direction through development and approval of a Strategic Plan. The Strategic Plan will provide a blueprint for the foundation for the next three years.

The Strategic Plan includes a review of the mission statement.

The Strategic Plan will be based on a scan of internal and external factors. Consideration will be given to the foundation's activities and how the role of the foundation is carried out in our community.

The Strategic Plan should identify the 'key areas' in which the Board wants to focus the activities of the foundation and the general goals for each of these areas. Some of the key areas are:

- Fund development & endowment building
- Local grant making
- Community awareness & communications
- Community leadership
- Smart & caring community

Annual Operating Plan

The Strategic Plan will be taken into account when the annual Operating Plan is developed.

The foundation's staff along with the Treasurer, and with consultation with the Executive Committee, will develop an annual operating plan and budget for the next 12 months and will take into consideration the general blueprint contained in the Strategic Plan.

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The annual Operating Plan will contain specific objectives, expected results, a timeframe for the objectives to be carried out and criteria for measuring the achievement of these results.

The level of grant distribution for the next year also will be included in the Operating Plan for the next year.

The Operating Plan, together with the budget will be presented and approved to the executive and then the Board within the first quarter of the fiscal year.

Planning Cycle

The targets set in the Operating Plan will also measure the progress in the Strategic Plan.

Interim results will be monitored quarterly by the Executive Director and the Treasurer.

The third quarter results should produce projections for the following year and initiate the planning goals for the next year.

Planning for the next year should be complete by the end of the fourth quarter

This policy is to be reviewed every two years.

ADOPTED at a meeting of the Board of Directors of the Foundation:

DATE: January 12, 2016

Chair _____ **Kelly Lewis**

Secretary _____ **Shirley Muir**