

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

Planning – Strategic & Annual Operating Plan and Planning Cycling Policy

This policy is designed to demonstrate a Board's commitment to providing a vision for the Community Foundation. Good strategic planning results in better communication and a better understanding of how various parts of an organization work together to produce desired results.

Three – Four Year Strategic Plan

The Board working with the Executive Director will establish the Foundations' overall direction through development and approval of a Strategic Plan and an annual Operating Plan. The Strategic Plan provides the guidance to the Foundation.

Strategic Planning includes a review of the mission and vision statement. The Foundation's plan will be formed by the Foundation's activities and the Vital Sign Report (data about the community).

The Strategic Plan will identify the 'key areas' in which the Board wants to focus the activities of the Foundation and goals for each of these key areas, which are:

- Communicating – increase community awareness and communication,
- Building Endowment – fund development and endowment building,
- Granting – local grant making,
- Leading – community leadership,
- Operating – in a fiscally smart and caring way.

The Strategic Plan will be developed once every three to four years, while the Operating Plan will be developed, annually, in the first third of the Foundation's fiscal year.

Annual Operating Plan

The Strategic Plan is the vision statement of the Foundation, while the annual Operating Plan is developed to support the key areas set out in the Strategic Plan.

The Board of Directors and Foundation staff work together to develop the annual Operating Plan.

The Operating Plan must contain the key areas; committee responsibilities, support team, along with primary goals.

The Operating Plan contains; action statements, timelines, responsibilities, status and resources/results for each of the goals with a direct link to the strategic key areas.

The Operating Plan, shall be presented to and approved by the Board of Directors.

The Operating Plan is developed annually, while also being reviewed and adjusted as necessary throughout the year.

This policy is to be reviewed every three years

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

DATE: April 13, 2021

Chair: _____ **Aaron Martyniw**

Secretary: _____ **Greg Dewar**