

## **Peter Paul Strategy Committee Charter Draft v 4.0**

### **MISSION:**

Drive the Peter Paul Development Center mission and strategy forward, leading the board and committees, in partnership with the Executive Director to deliver on the strategic and operational goals.

### **The Strategy Committee does this by ensuring:**

The Strategy Committee will partner with the Peter Paul Executive Director and leadership team to ensure that the external community, partners, and donating organizations and individuals expectations are met. Ensuring that the operational goals, milestones and performance are within expectations set in the bi-laws, board committee charters and 2-4 year strategy.

### **Specific Roles and Responsibilities:**

- Develop and implement strategy planning processes. Resulting in a long term strategy, inclusive of a 2-4 year plan, progressing the mission of Peter Paul.
- The Strategic Planning process is owned and created by the Peter Paul leadership, with input from the strategy committee. Strategic Plan will include a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, serving as input to the plan.
- Review the 2-4 year Strategic Plan developed by Peter Paul leadership, in partnership with board committees, during an annual update process.
- Establish a decision making process to assess activity/proposals against Strategic Plan, to gain approval to proceed to committee assignment, followed by approval to execute. Considering decisions that are time sensitive versus those with a longer term horizon

- Determine alignment of objectives to committee and Peter Paul leader for execution.
- Assist the board in implementing the strategic plan. Developing a process to evaluate updates to the strategy, evaluate progress against the strategy, identify internal and external threats/opportunities/risks resulting in a need to adjust the strategy
- Oversight and coordination for all Peter Paul Board Committees. Ensure each department is structured to support the goals and objectives of the strategies with clear milestones, timetables, and assigned responsibilities.
- Determine Peter Paul Staff to board committee alignment.

#### **Authority and Reporting Requirements:**

- Publish status against strategy execution plan to the board.
- Establish and maintain a board committee consolidated long term execution plan, providing a shared mechanism to track progress. (i.e. Trello, Kanban board)
- Measure committee and Peter Paul progress against Strategic Plan objectives and milestones

#### **Composition:**

Jessica Brooks, Joy Brown, Christa Coleman, Mary Doswell, Mark Franco, Damon Jiggetts, Laura Lafayette

#### **Meeting Frequency:**

The Strategy Committee will meet monthly, or more frequently in cases where a strategic decision or strategy update is required.