



06 December 2022

Strategic Planning

STRATEGIC PLANNING COMMITTEE CHARTER

Purpose

The purpose of the Strategic Planning Committee (SPC) is to assist the Board of Directors (BoD) in the development and sustainment of a strategic plan to sharpen the effectiveness of the Swan Lake Estates Homeowners Association's (SLEHOA) governance, improve the quality of life for Swan Lake Estates residents and secure residents' property investment in Swan Lake Estates. The BoD may amend this charter as necessary.

The SPC will:

1. Develop and sustain a strategic plan for the Association.
2. Establish a process for development, approval and modification of the Association's strategic plan.
3. Assist the BoD with implementing the strategic plan and related initiatives.
4. Advise the BoD on issues, options and external developments impacting the Association's strategic plan.
5. Report regularly to the BoD and facilitate an annual review of the Association's strategic plan and options.
6. Provide regular updates to the BoD with respect to implementation of the strategic plan.
7. Identify and evaluate strategic development opportunities.

Relationship to the SLEHOA Board of Directors

The SPC is a standing committee subordinate to the BoD. The committee will present specific written recommendations to the BoD as appropriate. The BoD may disband and discontinue the subcommittee as well as appoint or dismiss any committee member with or without cause. The BoD may take action and/or make decisions with or without involving the committee and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee recommendations.

Compliance

The SPC will not obligate the Association financially or legally in any manner (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BoD).

Membership

The BoD designates the SPC Chair. The BoD will approve committee members. The committee will have a minimum of three and maximum of five SLEHOA members in good standing, and is open to anyone willing to assist or has a working knowledge, background, or education in

strategic planning. Each member of the committee must be unencumbered by any conflict of interest.

Meetings and Structure

The SPC will meet at least once a quarter for review and discussion of assigned tasks. The committee Chair will schedule all committee meetings. The presence of the committee Chair, a member of the BoD and two committee members will constitute a quorum. The Chair will prepare meeting agendas, preside over meetings and coordinate reporting to the BoD. Committee meetings may take place in-person or virtually. Committee meetings are closed, but committee recommendations, reports, products and minutes will be available to SLEHOA members.

Budget

The SPC will include its operating requirements in the SLEHOA operating budget.

Reporting

The SPC will report on all activities as directed by the BoD.