

1. Purpose

The Strategic Planning Advisory Committee is established to assist the Board in its responsibility for developing and setting the strategic direction of BC Assessment.

The Committee is established by resolution of the Board for a finite period of time and will be disbanded by resolution of the Board.

2. Accountability

The Chair of the Committee will report to the Board at each Board meeting on the matters before the Committee. Minutes of the Committee's meetings will be made available to all Directors once approved by the Committee.

3. Composition

The Committee will comprise of seven members. The Board Chair and Chief Executive Officer will be members of the Committee. Of the remaining members, three will be Directors and two will be drawn from Management.

The Chair of the Committee and other members of the Committee will be appointed by the Board on the recommendation of the Board Chair, following her consultation with the CEO. In determining membership consideration should be given to the following:

- The key competencies for membership include strategic thinking, organizational change, business innovation, current trends in technology and risk oversight;
- The Committee should reflect a cross section of the various stakeholder groups and opinions present on the Board of Directors; and
- Members drawn from Management should be those members who will be directly responsible for providing leadership in the implementation of the strategic plan and those members who are able to identify the implications to the organization in the areas being discussed.

The Corporate Secretary will provide staff support to the Committee.

4. Meetings

A quorum for any meeting of the Committee will be the majority of the members of the Committee.

Meetings will be held at the call of the Chair in accordance with a timetable that is agreed by the Committee.

There will be a Secretary for all Committee meetings.

5. Duties and Responsibilities

The Committee will:

- Explore strategic issues seen as relevant to BC Assessment and as determined by the Board;
- Provide the Board with options including benefits, risks, and strategic and financial implications for strategic issues identified by the Board; and
- Make recommendations to the Board on strategic issues in support of key decisions that will determine and affect the development of BC Assessment's strategic direction and resulting strategic plan.