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Terms of Reference

Strategic Planning Project Team

Type of Committee:

Project team

Purpose:

The purpose of the Strategic Planning Project Team is to draft a one to two page Strategic Plan for consideration by the TAL Executive Committee at the January 2011 Executive Committee meeting. It is necessary for TAL to have a general sense of its strategic directions in order to consider its long term budgeting needs at the April 2011 TAL Board meeting. The Committee will do its primary work between November 2010 and January 2011.

Responsibilities:

1. Incorporate ideas generated from the presentations and discussions at the NEXT symposium.
2. Review feedback documentation from small group discussions at Board Meetings in 2008 and 2009.
3. Consider the points of view of all the sectors in TAL.
4. Review the current roles of TAL and whether they should continue.
5. Conduct a survey to obtain feedback from all TAL members on expected services and value of existing services.
6. Determine whether existing or new services should be part of TAL's strategic plan.
7. Produce a one or two page document outlining a general strategic focus which allows TAL to be nimble and responsive to emerging issues and concerns.

Authority:

The Committee is an advisory committee tasked with collecting and reviewing information necessary for the planning of TAL's future and presenting it to the Executive Committee.

Budget:

The committee has a budget of \$25,000 approved at the April TAL Board meeting which can be used for expenses related to meetings, consultants, surveys, etc.

Membership and Composition:

The committee shall consist of 5-7 members generally representative of the TAL membership. Committee members may be Board members of TAL or others

from the TAL member community. The CEO of TAL and the APLEN program manager will be ex officio members of the committee.

Meetings:

The Committee will meet in person, by phone or by videoconference as necessary to complete the work within a three month time frame.

Reports to:

The TAL Executive Committee through the TAL CEO.

Evaluation:

The work of the team shall be evaluated against the terms of reference of the committee.