[Hospital Name]

*Board of Trustees*

Strategic Planning Committee Charter

**Purpose**

The Strategic Planning Committee assists the Board with strategic plan oversight, annual review, and plan development; making recommendations to the full Board regarding strategic direction, plan goals, objectives and initiatives. The Committee monitors implementation of strategic plan initiatives to ensure progress and achievement of the organization’s vision and fulfillment of its mission.

**Membership**

The Strategic Planning Committee chair and committee membership shall be appointed annually by the Board Chair. The Committee shall be comprised of [insert number of Committee members and any other membership requirements (e.g. “…shall be comprised of at least three Board members, and may include two non-Board members.)]

**Meetings**

The Strategic Planning Committee shall meet [insert any requirements for meeting frequency; e.g. not less than quarterly, and as needed or when meetings of the Committee are called by the Committee Chair].

Meeting attendance shall include in-person presence, teleconference, videoconference or other electronic presence. The quorum for the Strategic Planning Committee meetings shall be [insert any quorum requirements]. Committee action shall require a majority vote of members present.

Minutes of all committee meetings will be kept and submitted at the next meeting of the Board.

**Responsibilities**

The Strategic Planning Committee shall be accountable to carry out the following responsibilities:

***Strategic Plan Development and Annual Review***

* Sets a written process for carrying out an annual strategic planning process
* Reviews the hospital’s mission, vision and values statements
* Reviews an annual environmental assessment of health care trends and their potential implications for the hospital and uses assessment findings to inform the Committee’s recommendations for modification or development of strategic goals and strategies
* Reviews the hospital’s most recent community health needs assessment, and takes into account the community’s most pressing health care needs in recommending strategic initiatives to be undertaken by the hospital to address those needs
* Evaluates the hospital’s current services and operations, its capacity to meet the needs of the community and its longer term financial stability and viability
* Ensures engagement of key stakeholders at various levels throughout the process, strengthening Board understanding of needs and trends, and developing partnerships and support for the hospital’s strategic directions
* Makes recommendations to the full Board for modification or development of strategic plan goals and strategies, ensuring the plans’ viability to achieve the hospital’s vision and long-term success of the hospital, while fulfilling its mission

***Strategic Plan Oversight***

* Reviews and provides consultation on implementation or action plans and organizational objectives developed by the administration to implement and fulfill the strategic plan’s initiatives and goals
* Monitors ongoing implementation of the strategic plan
* Monitors organizational performance against measurable targets or progress points; questions, provides counsel and recommends modifications to the plan as necessary and appropriate
* Recommends changes in strategic direction and plans to the Board as warranted

***Committee Performance***

* Conducts an annual review and evaluation of the Committee’s performance, including its compliance with this charter.

**Reporting**

Reports to the Board of Trustees

**Date of Board Approval:**

**Dates of Reviews and/or Revisions:**

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