**AEF Board of Directors**

**Strategic Plan Review Schedule**

This draft review schedule is provided as a starting point only as it is sometimes easier to develop something when you have a draft to discuss.

**Things I considered:**

* Board meets in person twice a year
* Board noted a desire to meet with staff more often
* Board has staggered Board terms
* Current Strategic Plan sets the course for six years: 2023-2028 with a stronger focus on 2023 and 2024
* Staff are planning to have an operational planning session each fall
* Board members are volunteers with limited time
* Executive Director delivers progress updates in the operations reports prior to Board meetings.

**DRAFT Review Schedule:**

Spring (annually):

* Progress updates:
  + Executive Director provides update on progress towards strategic plan strategies; discuss challenges, opportunities etc.
    - Written and/or in person
    - Update should remain at a high-level respecting governance and operational roles
  + Committee chairs provide updates on progress towards strategic plan strategies, discuss challenges, opportunities etc.
* Strategic Plan Review
  + No changes made to Strategic Plan, however, specific areas for review noted for the fall.

Fall (annually):

* Progress updates:
  + Executive Director provides update on progress towards strategic plan strategies; discuss challenges, opportunities etc.
    - Written and/or in person
    - Update should remain at a high-level respecting governance and operational roles
  + Committee chairs provide updates on progress towards strategic plan strategies, discuss challenges, opportunities etc.
* Strategic Plan review
  + Focus of the review to be on the upcoming year (e.g., this fall, the main review would be on 2024)
  + Add, amend, change for that year
  + Ensure each item has a meaningful measure
  + Do a quick review for the other years (e.g., for this fall, that would mean the 2025-2028 years)
  + Staff feedback
    - Following Board review, staff will review at their operational session.
      * Provide feedback
      * Suggested Board and Committee roles
      * Suggested additions, deletions, edits etc.
  + Strategic Plan annual review completion
    - Board meeting to follow the operational meeting to review staff feedback and suggestions and complete the review

Every 3-5 years (2025-2027)

* Do a complete strategic plan review –
  + Is a new format needed
  + Complete an environmental scan (what are our audiences saying about us, what challenges are we facing etc.)

Every 10 years (2032)

* Review vision, mission and values