

## **Norfolk Housing Association Strategy Committee Terms of Reference**

### **Quorum**

50% of committee members in attendance constitutes quorum.

### **Purpose**

To ensure that the board of Norfolk Housing Association is held accountable for strategic planning and effective and regular strategy meetings or retreats.

In relation to the strategic plan, the committee will evaluate opportunities and proposals against the strategic screen and priorities as outlined by the Board of Directors.

### **Responsibilities and duties**

- Review, maintain, and recommend board policies that enable the achievement of the strategic priorities
- Plan and hold effective and regular strategy meetings
- Plan and hold annual strategic retreats
- Hold the board at large accountable for its strategic planning and review duties
- Track and report on NHA's progress toward the growth and strategy related milestones listed in the strategic plan
- Employ strategic screen as a guide or evaluative tool for new opportunities
- Evaluate opportunities with strategic plan, vision, mission, and values of the organization

### **Composition**

- Two or more board members
- Board chair (Ex Officio)
- Executive Director (Ex Officio)
- Two non-director advisory members at discretion of committee

### **Committee Chair Selection**

The committee will select a Chair by majority vote of members or consensus. Committee Chair terms shall be a maximum of two 3-year terms.

### **Reporting**

The Committee Chair, with the assistance of the Executive Director, will provide a written report of committee activities to the directors at large at every board meeting.

If the Committee Chair is not available or absent from the meeting, then the director selected to chair the meeting will provide the report back to the board.

Committee meeting minutes shall constitute a written report and will follow the template approved by the committee.

### **Evaluation**

The committee will evaluate its effectiveness on an annual basis during the last committee meeting of the year.

The evaluation criteria will be based on the governance calendar, and will take into consideration the engagement of members, meeting attendance, and quality of reports back to the board at large.

#### **Committee Authority**

The committee has authority to propose recommendations to the board at large and provide advisory under the responsibilities and duties outlined in these terms of reference.

The committee does not have authority to execute decisions on behalf of the board unless a motion by the board has granted such authority.

#### **Risk Management**

The committee has a responsibility to consider and evaluate potential risks to the organization, including any mitigation strategies, when providing recommendations or advising the board of directors.

The committee will also utilize a risk management approach when executing the responsibilities and duties outlined in these terms of reference.