



## **STRATEGIC PLAN 2021-2025 WORKING GROUP**

### **TERMS OF REFERENCE**

#### **AUTHORITY**

- 1 These terms of reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups policy 17 June 2014, as amended 14 December 2015 and 23 April 2018.

#### **MEMBERSHIP**

- 2 The SP2021 WG is to consist of at least 3 and up to 5 members, at least two of whom should be members of Council. These numbers do not include the President or nominee, who will be an ex officio member.
- 3 Clubs and regions will be invited to provide nominations for membership of the WG. Nominees are to provide a statement of their relevant experience and capability.
- 4 Members of the WG are appointed by Council and may be members or non-members of Croquet Victoria. The WG may propose additional members for cooption, to be endorsed by Council.
- 5 The WG will appoint its own convenor and secretary.

#### **DURATION**

- 6 Unless otherwise decided by Council, the term of the WG will expire following the October 2020 meeting of Council, or when Council has approved a Strategic Plan and an initial Implementation Plan for the period 2021 to 2025, whichever is sooner.

#### **RESPONSIBILITIES**

- 7 The SP2021 WG is responsible for:
  - proposing an approach to the development of the Strategic Plan, including the consultation and approval process for each stage.
  - preparing discussion documents as the basis of the 2021-25 Strategic Plan
  - developing a framework for the Strategic Plan including
    - Vision
    - Goals
    - Strategies
    - Physical and financial resources
    - Milestones
    - Outcome measures
  - mapping the inclusion of existing and planned activities in the Strategic Plan
  - incorporating as appropriate activities and milestones from the Infrastructure Plan 2020-2030.
  - finalise a proposed Strategic Plan and Implementation Plan for approval by Council at or before their meeting in October 2020.

#### **PROCEDURES**

- 8 The WG will meet as necessary face to face or via teleconferencing.

9 Minutes of meetings will be provided to the Secretary, Croquet Victoria, within 7 days of each meeting.

10 The WG will report to Council at each meeting.

## **AUTHORISATION**

A handwritten signature in cursive script, reading "Sara Cecil Hewitt".

15 April 2019  
Victorian Croquet Association Inc