

## **Strategic Planning Committee Charter**

### **1. Overall Purpose and Objectives**

The Strategic Planning Committee ("committee") is a committee of the University of Central Florida Board of Trustees ("board"), whose members are appointed by the board chair. The general purpose of the committee is to provide support and guidance regarding strategic planning and the implementation of strategic plans at the university. When board action on strategic planning is required, the proposed changes will be reviewed by the committee and a recommendation made to the full board. The committee will receive periodic reports on strategic planning and annually review progress in achieving the university's strategic plan.

### **2. Authority**

The board authorizes the committee to:

- 2.1 Perform activities within the scope of its charter
- 2.2 If deemed necessary, engage external consultants to assist in strategic planning efforts, with the approval of the president and the board
- 2.3 Request periodic reports to assist in evaluating strategic plan development and achievement.

### **3. Committee Membership**

- 3.1 The chair of the board will appoint the chair and members of the committee, all of whom must be members of the board.
- 3.2 The committee will consist of at least five members.
- 3.3 Members of the committee will serve until their resignation or until they are replaced by the chair of the board

### **4. Meetings**

- 4.1 A majority of the members of the committee will constitute a quorum for the conduct of business.

- 4.2 There will be at least two meetings of the committee each year.
- 4.3 The committee will maintain written minutes of its meetings.
- 4.4 The Vice President for Strategy, Marketing, Communications, and Admissions will be the UCF administrative liaison to the committee. The vice president will meet regularly and correspond with the chair of the committee, and in consultation with the chair, prepare the agenda for meetings of the committee. The vice president will coordinate with the president and the provost regarding matters considered by the committee.

## **5. Roles and Responsibilities**

- 5.1 The committee will annually review the current cycle of strategic planning to assess currency of the overall plan and the progress made in achieving strategic initiatives.
- 5.2 The committee will provide advice and guidance to the university with regard to strategic planning.
- 5.3 The committee will make appropriate recommendations for strategic plan refinement based on past performance and the continued relevancy of stated goals and objectives.

## **6. Reporting Responsibilities**

- 6.1 The committee will regularly report to the board about the activities of the committee and will make appropriate recommendations based upon its activities.
- 6.2 The committee will ensure that the board is aware of any matters within the purview of the committee that might significantly impact the financial, legal, academic standing, or reputation of the university.

## **7. Charter Review**

- 7.1 The committee will review its charter every three years and recommend to the board any changes that the committee deems necessary.

7.2 The committee will ensure that the charter is approved or reapproved by the board every three years.

**Adoption of Charter**

I HEREBY CERTIFY that the University of Central Florida Board of Trustees adopted this charter at its regularly scheduled meeting on \_\_\_\_\_ 2011.

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Secretary

University of Central Florida Board of Trustees

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