

## **PURPOSE**

The Strategic Advisory Committee (SAC) is an advisory committee to the Hôtel-Dieu Grace Healthcare (HDGH) Administration that assists in setting and maintaining the strategic directions in alignment with the mission, vision and values of the corporation. Once the Strategic Plan is endorsed by the Chief Executive Officer (CEO) and approved by the Board of Directors, the SAC will support the HDGH Administration in monitoring progress against the plan and make recommendations regarding updates to the strategic directions.

## **OBJECTIVES**

1. To support the HDGH Administration in ensuring that the strategic priorities and directions of the corporation remain relevant given current environmental trends, risks and opportunities
2. To make recommendations to the CEO on revisions to strategic directions
3. Monitor progress against the strategic plan and report to the CEO

## **SPECIFIC RESPONSIBILITIES**

Mindful of the Mission, Vision and Values of HDGH the responsibilities of the SAC include:

1. Maintain an awareness of the environment with the goal of identifying emerging trends, risks and opportunities in the delivery of non acute care services that may affect the strategic directions of HDGH.
2. As a primary responsibility, ensure that HDGH has a current and relevant strategic plan, including:
  - a. Strategic directions and key strategies for fulfilling its mission and vision over the planning period
  - b. Confirming the establishment of measurable goals and objectives to assess progress in fulfilling those strategic directions
3. On an annual basis, review the strategic assessment which includes:
  - a. Reviewing significant changes in the hospital's operating environment, identifying new risks and opportunities
  - b. Evaluating HDGH's success in fulfilling its strategic goals and objectives
  - c. Evaluating the suitability of the current strategic directions in view of evolving circumstances
  - d. Recommending any needed changes in strategic directions or strategies
  - e. Preparing the annual assessment for presentation to the Chief Executive Officer

## GENERAL RESPONSIBILITIES

The Committee shall have the following additional general duties and responsibilities:

1. Reporting to the CEO on material matters arising at Committee meetings following each meeting of the Committee;
2. Maintaining minutes or other records of meetings and activities of the committee;
3. Conducting an annual evaluation of the Committee in which the Committee (and/or its individual members) reviews the Committee's performance for the preceding year for the purpose, among other things, of assessing whether it fulfilled the purposes and responsibilities stated in this Charter;
4. Participate in Strategic Plan refresh, as required;
5. Reviewing and assessing the adequacy of this Charter at least annually and submitting any proposed amendments to the CEO for approval; and
6. Performing other functions and tasks as may be assigned from time to time by the CEO.

## COMPOSITION

The Committee shall consist of:

1. Two elected members of the Board, one of whom shall be Co-Chair
2. One medical staff representative (non-board member)
3. Two staff members from across the corporation
4. One Patient/Family representative
5. One member from HDGH leadership forum group
6. The Chief Executive Officer (non-voting)
7. The Chief Financial Officer, Vice President Corporate Services & New Business Development (non-voting, Co-Chair), or member of the HDGH Administration
8. The Director, Strategic Planning, PMO & New Business Development (non-voting)
9. Other such persons as the Committee may appoint from time to time.

## MEETINGS

The Committee shall meet at least quarterly, or more frequently as circumstances dictate. Quorum shall be fifty percent plus one.