THE ALGONQUIN ASSOCIATION

STRATEGIC PLANNING COMMITTEE CHARTER
Revised August 2023

AUTHORIZATION

The Strategic Planning Committee (Committee) is established by The Algonquin Association Board of Directors (Board) under Section 3.3.1.3 of the By-Laws (Amended and Restated December 2005). The Committee members shall be appointed by the Board from volunteers willing to serve the community, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for providing recommendations to the Board to identify and accomplish the condominium's goals in a 5-year format. Items to consider in determining a 5 year plan include the association's current and future financial position, the physical condition of the property, and the morale of the residents.

FUNCTIONS

The functions of the Committee include:

- Conduct Committee meetings as needed but no less than every 6 months.
- Work with Management to gather relevant information and develop a strategic plan for the next 5 years
- Consult with government and private agencies to determine best practices in developing a strategic plan
- Monitor the progress of Board approved plans and provide updates to the Board every 6 months.
- Submit written recommendations to the Board as appropriate.
- Provide a written and/or verbal report at each Annual Meeting of the Association.

MEMBERSHIP

The Committee shall:

- Have a minimum of three members and a maximum of seven members.
- Record and file meeting minutes and distribute approved minutes to the Board and Management (electronic distribution is preferred).

- Recommend new members to the Board for appointment (The Chairperson has final authority in recommending new Committee members to the Board but a committee discussion is encouraged).

MEETINGS

Meetings of the Committee shall:

- Be noticed as required by the Virginia Condominium Act and open to all Unit Owners.
- Held in Algonquin House common areas and shall not be held in a private residence
- Include a Homeowners Forum for owner comments
- Include the approval of the prior meeting minutes.

This charter is open to revision with Board approval. If the Strategic Planning Committee determines that a revision of this charter will benefit the committee and/or condominium, a written recommendation should be submitted to Management for Board review and approval.