

TERMS OF REFERENCE

IAHTM STRATEGIC PLANNING COMMITTEE

The IAHTM Strategic Planning Committee is responsible for developing and executing the multi-year IAHTM Strategic Plan. This will be completed in conjunction with our Strategic Planning partner, The Tecker Group. The committee will ensure that the work product aligns with the mission, vision, and values of the International Association of Healthcare Textile Managers, as defined by the board from time to time.

TERMS OF REFERENCE

1. Provides a setting for the development of the IAHTM Strategic Plan, and all collateral work required by this committee, or other IAHTM Committees, as required.
2. Provides a setting for communication among the committee members, as a group, towards developing and executing the IAHTM Strategic Plan:
 - a. Specifically, the committee will:
 - i. Develop the Strategic Planning model, with the support of the Tecker Group.
 - ii. Integrate strategic planning into each IAHTM Board meeting.
 - iii. Align the strategic planning objectives with all IAHTM committees, and sub-committees.
 - iv. Annually review the plan, and ensure milestones are being met.
 - v. Develop and communicate any budget implications with the Board of Directors, as required.
 - vi. Other opportunities as identified by the committee
3. Establish work groups to respond to specific tasks and undertake projects, i.e., partner / sponsor / vendor outreach, association purchasing initiatives, other.

MEMBERSHIP

Membership shall be confined to current directors, members, and partner sponsors. Additional guests may attend.

Membership Make Up

- Committee Facilitator – IAHTM Exec. Dir.
- Chairperson – Appointed by the Board Executive
- Up to 8 Representatives:
 - 2 - 4 Directors
 - 2 - 4 Members

- 2 - 4 Partner / Sponsors

FREQUENCY OF MEETINGS

Meetings are held as needed (potentially monthly, or as needed). The Chairperson may call additional meetings. The Notices and Agendas for Meetings will be provided to all Members prior to a Meeting. Meetings will be scheduled on a rotating basis on the following Schedule:

TBA

GENERAL TERMS

1. Each Member shall relay pertinent information or any item they want put on the Agenda to the Chairperson (in writing) within a certain time frame.
2. It is the responsibility of the members to communicate appropriate information to all concerned departments.
3. The Agenda is to be drawn up by the Chairperson and provided to the Committee facilitator for distribution.