



ITS Canada
Strategic Plan Committee
Terms of Reference
February 2022

1. The Strategic Plan Committee is a Standing Committee appointed by the Board of Directors to:
 - Seek to familiarize our members with the contents of the Strategic Plan
 - Track, measure and promote the actions listed within the Strategic Plan
 - Guide the distribution of the Strategic Plan to the industry
 - Recommend updates to the Strategic Plan over time
 - Form a group of Ambassadors/Champions for the Strategic Plan
 - Review Strategic Plans from other ITS organizations and the Canadian Federal Government and recommend changes to our plan as required
 - Develop a terms of reference when the plan is to be updated
2. A Committee Chair shall be appointed by the Committee members once every other January (i.e., 2024, 2026, etc.). Other positions associated with the Committee include:
 - a. A Vice-Chair
 - b. A Secretary
 - c. A Sergeant-at-Arms
3. The Committee shall meet monthly, or at a frequency determined by its members. Meetings may be virtual, or in-person.
4. When considering suggestions or interpreting the Strategic Plan, the Committee should establish as far as possible that these will be supported by a large share of the Membership, that they will not conflict with the interests of any other Members, that they are affordable in the terms of ITS Canada's overall budget, and that they can be implemented by available person hours whether Secretariat or Members, and that they are prioritised appropriately.
5. The Committee will report to the ITS Canada Board of Directors whenever requested by the Board.
6. The Committee will provide input into the ITS Canada operating budget on an annual basis and at other times as requested.
7. The Committee will liaise with other Standing Committees, Task Forces, Member Advisory Committees, Technical Committees and the Secretariat as needed to promote the Strategic Plan and to encourage continual progress of its actions.