

POLICY

Series: Governance **COA: GOV 2, 5, 6, 7, 8, FIN 5, PQI 1**
CFOP: N/A

Procedure Name: Long-Term and Short-Term Strategic Planning Process
Procedure Number: GOV016
Reviewed Date: 2/3/2013, 01/31/2020, 4/20/2021
Revision #/Date: (1) 8/25/2016 (2) 4/22/2021
Effective Date: 4/2006

Applicable to: FOA Board of Directors, BFP FOA Staff and Consultants

PURPOSE: To outline the process for setting annual and long-range goals to achieve the objectives of the mission and vision of Brevard Family Partnership.

References: GOV-011: Governance Model, GOV 010 Board Self-Assessment & Strategic Planning

Procedure

Annually, the Brevard Family Partnership Family of Agencies Board of Directors holds a Board Retreat for the purpose of strategic planning, self assessment, and organizational analysis. A review of the agency mission and vision and the past year's goals and most recent Board self-assessment is reviewed at the Retreat.

A long-range strategic plan is updated annually and the planning process includes:

- A Strategic Planning Timeline, Tasks Outline, and review of the updated Strategic Plan
- The creation and dissemination of surveys to identified populations
- Aggregated survey data and a written report
- The Strategic Plan will be submitted to the Brevard Family Partnership Board of Directors, and
- The final plan will be made available to the public.

The short-term annual planning process will outline goals and objectives that serve toward achievement of the Strategic Plan. The short-term annual planning process includes:

- An executive management retreat for the purpose of annual goal setting and retrospective.

- Review of the Strategic Plan goals and objectives on a quarterly basis at the BFP Board meeting.
- An annual submission of measurable goals and objectives across the agency.
- Submission of the past year's goals, progress towards goals and newly established annual goals and objectives by the CEO to the Board of Directors at the CEO Annual Performance Evaluation.
- Annual satisfaction survey distribution and review.
- An annual analysis of capacity and capacity building planning process.

Approved by the Brevard Family Partnership Board of Directors on April 22, 2021.

AS APPROVED BY THE BOARD OF
DIRECTORS:



BARBARA J. LOFTUS
Board Chair

Signature Date: 4/29/2021

BY DIRECTION OF THE CHIEF
EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer

Signature Date: 4/29/2021