

POLICY

Series: Governance COA: GOV 2, 5, 6, 7, 8, FIN 5,
PQI 1
CFOP:

Procedure Name: Long-Term and Short-Term Strategic Planning Process
Procedure Number: GOV016
Reviewed Date 2/3/2013, 01/31/2020, 4/20/2021, 3/21/2022
Revision #/Date: 8/25/2016, 4/22/2021, 3/24/2022
Effective Date: 4/2006

Applicable to: Brevard Family Partnership Family of Agencies (BFP 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: GOV011: Governance Model, GOV010 Board Self-Assessment & Strategic Planning

Procedure

Annually, the BFP FOA 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 BFP 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 BFP FOA CEO to the BFP Board of Directors at the BFP FOA CEO Annual Performance Evaluation.
- Annual satisfaction survey distribution and review.
- An annual GAP Analysis of capacity and capacity building planning process.

Approved by the Brevard Family Partnership Board of Directors on March 24, 2022.

AS APPROVED BY THE BOARD OF
DIRECTORS:



RUTH LONG
Board Chair

Signature Date: [4/14/2022](#)

BY DIRECTION OF THE CHIEF
EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer

Signature Date: [4/14/2022](#)