

**Strategic and Long-Term Planning Committee**  
**Charter**

November 15, 2023

**1. Overall Purpose and Objectives**

The Strategic and Long-Term Planning Committee ("Committee") is a committee of the Spanish Wells Community Association Board of Directors ("Board"). The general purpose of the Committee will be to investigate, recommend, provide support and guidance regarding strategic planning and the implementation of strategic plans for the enhancement of Spanish Wells and the Community. These strategic plans shall include consideration of all financial, legal, budgetary, operational, strategic, campus, homeowners, marketplace, barriers, opportunities, growth and development goals, competition, partnerships, management, community expectations and other important related resources and constraints in the development of a 3/5/10 year plan for the future of the entire Spanish Wells Community (including the community, HOA, Golf Club and related assets). The committee will provide periodic updates to the SWCA Board and also receive periodic direction from the SWCA Board regarding progress in completing and presenting a recommended overall strategic plan as soon as is reasonably possible but prior to the development of the 2025 budget.

**2. Authority**

The Board authorizes the committee to:

2.1 Perform activities within the scope of its charter,

2.2 If deemed necessary, the Board will vote to approve spending to engage external consultants to assist in strategic planning efforts,

2.3 Request periodic reports to assist in evaluating strategic plan development and achievement,

2.4 Communicate, as necessary, with Troon Golf leadership to ensure a plan coordinated with the direction of Troon for Spanish Wells.

**3. Committee Membership**

3.1 The Board will appoint the Chair who will identify and select experienced members of the Committee from the homeowners within the community. All members of the Committee will be approved by the Board, all of whom may not

be members of the Board. However, the Board President and Treasurer shall be ex-officio members of the committee.

3.2 The Committee will initially consist of at least five members. The Chair shall have the discretion to add additional members as professional resources as may be required from time to time.

3.3 Members of the Committee will serve until their resignation or until they are replaced by the Chair of the Committee.

#### **4. Meetings**

4.1 A majority of the members of the Committee will constitute a quorum for the conduct of business.

4.2 There will be at least two meetings of the Committee per month and the frequency of meetings will be determined by the Chair of the Committee.

4.3 The Committee will maintain written minutes of its meetings which shall be provided to the Board semi-monthly.

4.4 The Vice President of the Board will be the administrative liaison to the committee. The Vice President will meet regularly and correspond with the Chair of the Committee, and in consultation with the Chair, prepare the agenda for the meetings of the Committee. The Vice President will coordinate with the Board regarding matters considered by the Committee.

#### **5. Roles and Responsibilities**

5.1 The initial role of the Committee shall be to develop the strategic and long-term plan and present same to the Board for formal approval and adoption as soon as is reasonably possible but no later than the drafting of the 2025 budget.

5.2 After approval and adoption, the Committee will annually review the current cycle of strategic planning to assess currency of the overall plan and the progress made in achieving strategic initiatives.

5.3 The Committee will provide advice and guidance to the Board with regard to strategic and long-term planning.

5.4 The Committee will make appropriate recommendations for strategic and long-term plan refinement based on past performance and the continued relevancy of stated goals and objectives.

## **6. Reporting Responsibilities**

6.1 The Committee will regularly report to the Board about the activities of the Committee and will make appropriate recommendations based upon its activities.

6.2 The Committee will ensure that the Board is aware of any matters within the purview of the Committee that might significantly impact the financial, legal, operational, strategic, budgetary or reputation of the Board and Community.

6.3 The Committee shall develop and present, as soon as is reasonably possible, its 3/5/10 year strategic and long-term plan in both a professionally summarized and detailed format as well as a translated, easy to understand format for presentation to the entire community (after formal Board approval and adoption).

## **7 Charter Review**

7.1 The Committee will review its charter every year and recommend to the Board any changes that the Committee deems necessary.