



## **STANDING COMMITTEE FUNCTIONAL DESCRIPTION**

### **PLANNING AND PROGRAM DEVELOPMENT COMMITTEE**

The Planning and Program Development Committee is accountable for designing and coordinating the Board's participation in Lighthouse strategic and operational planning, including annual budget preparation, in this capacity:

- Reaching agreement with the President & CEO on the detailed design of the Lighthouse planning and budget development cycle - with special attention to the Board's role in planning - and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, any Board of Directors – Executive Team strategic work sessions that are held as part of the annual planning cycle.
- Recommending to the Board of Directors the strategic issues that the Lighthouse's detailed strategic planning should focus on, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit Board attention. Note that the annual budget is a major operational planning product and, therefore, falls under the Planning and Program Development Committee.
- Ensuring – as part of the annual operational planning/budget preparation process – that all program plans include both financial and programmatic performance targets that the Performance Oversight and Monitoring Committee can use in monitoring the programmatic and financial performance of all Lighthouse programs and operating units. *Note that the President & CEO also annually reaches agreement with the Board Operations Committee on detailed high-priority CEO-specific performance targets involving the use of her time, within the framework of the overall organizational targets established in the planning process.*