Terms of Reference

University of Waterloo School of Optometry and Vision Science (WOVS)

STRATEGIC PLANNING EXECUTIVE COMMITTEE (SPEC)

AUTHORITY

Under the authority of the University of Waterloo’s Dean of Science, the Interim Director of the University of Waterloo School of Optometry and Vision Science (WOVS) struck an ad hoc Strategic Planning Executive Committee (SPEC) in January 2017 as an Executive sub-committee of a Strategic Planning Steering Committee (SPSC), which will support the development and delivery of a comprehensive WOVS strategic planning process.

PURPOSE

The SPEC is established to facilitate the work of the SPSC between meetings, and to provide feedback and guidance to administrative staff and external consultants supporting the preparation of a WOVS strategic plan.

OBJECTIVES

The objectives of the SPEC are to:

1. Provide direction to administrative staff and external consultants in the development of meeting materials before and follow-up actions after SPSC meetings
2. Ensure there is a Chair for SPSC meetings - if the Interim Director is unable to attend, a member of the SPEC will act as the SPSC meeting Chair
3. Lead public meetings and consultation processes related to the development of a strategic plan on behalf of the SPSC
4. Act as a sounding board for members of the SPSC, consultants and stakeholders providing feedback about the strategic planning process.

RESPONSIBILITIES OF SPEC MEMBERS

- Attend all SPEC and SPSC meetings
- Serve impartially (not as a representative of an area of expertise or unit) and act in the best interest of the WOVS
- Review Committee meeting materials and be prepared to provide feedback and input to facilitate development of the strategic plan
- Facilitate information gathering to support planning
- Disseminate opportunities to engage in the planning process
- Lead public consultation meetings as requested
- Provide feedback to staff and consultants between meetings
- Chair SPSC meetings as requested.
MEMBERSHIP
Executive Committee membership shall be limited to the Interim Chair, one WOVS Faculty appointee, one Faculty of Science appointee, and one Administrative Professional appointee selected at the Interim Chair’s discretion.

All SPEC appointees also serve as members of the WOVS Strategic Planning Steering Committee (SPSC).

The Chair reserves the right to invite additional members to join the SPEC on an interim or permanent basis, at their sole discretion.

CHAIR
The Interim Director, School of Optometry and Vision Science, will serve as Chair of the SPEC.

MEETINGS
Meetings will be held once or twice per month. Meeting dates will be coordinated from the office of the WOVS Interim Chair.

TIMEFRAME
The SPEC is expected to have a lifespan of 11 months, operating in parallel with that of the SPSC.