



Steering Committee Meeting Agenda Policy and Compliance

Tuesday, April 23, 2024 at 7pm
Company 1 Board Room

1. Introduction of Steering Committee Members
2. Communication from Audience
All items from audience are limited to five (5) minutes or less
3. Review Strategic Plan – Approved by BOD on 2/29/24
4. Roles, Responsibilities and Expectations
5. 2024 Goals – Discussion
 - Define SMART goals for 2024
 - Workgroup next steps
 - Meeting schedule year-end
6. Other
 - AOG TBD – Limitations of the Corporation (new)
 - AOG JD-1 – Job Descriptions (revisions)
7. ADJOURN

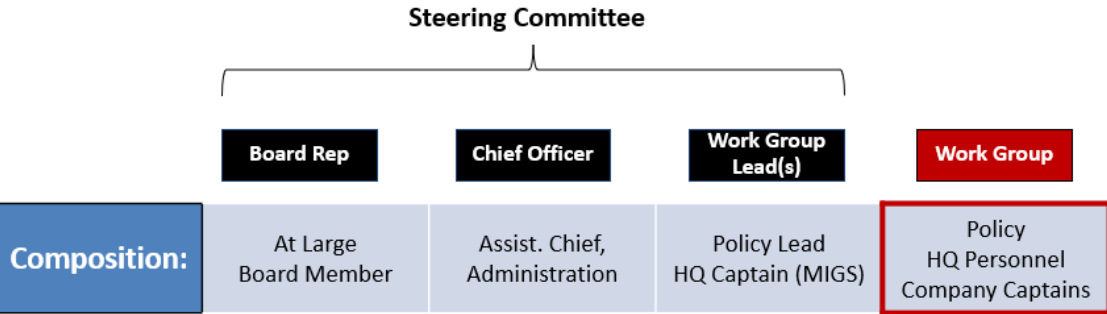
Organizational Structure

Board Steering Committees – Policy and Compliance

Policy and Compliance Committee

Purpose:	Review current policies annually, update as necessary, develop new policies and monitor compliance of the Department and its members.
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Scope:	By-Laws, AOGs, SOGs Member in Good Standing (MIGS)	Chief Selection Annual Review Process
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Organizational Structure

Board Committee Expectations

- Properly **notice** all meetings and follow **FOI reporting** requirements regarding agendas and minutes.
- Establish appropriate meeting cadence.
- Publish meeting schedule through December 31st.
- Establish **1-2 goals** for the current year.
 - Specify which Board-level strategic goals and objectives are supported.
- Outline key **milestones** for goal achievement.
- Establish structure to monitor routine activities implemented and performed by work groups.
- Submit regular **status reports** to Board of Directors.
- Communication of activities:
 - To Board of Directors through Board Rep
 - To Officers through Assistant Chief
 - To support teams and other personnel through team lead or officer
 - To general membership through work group leads and company officers

Strategic Goals and Objectives

Based on Strategic Priorities

GOAL #6

Review and enhance Department policies, procedures and systems to improve overall efficiency and effectiveness of Department operational and financial activities.

OBJECTIVES

1. Perform a comprehensive review of the Department's policy portfolio (By-laws, AOGs, SOGs, etc) to correct for any deficiencies or inconsistencies found and establish mechanisms to assist members with policy compliance.
2. Implement an annual performance review process for members at all levels to evaluate the effectiveness in meeting expectations and achieving identified goals that support the Department mission.
3. Evaluate current financial systems and processes and identify opportunities for improvement that will modernize processes and ensure sufficient financial controls are maintained.
4. Establish a comprehensive fundraising plan that identifies annual fundraising goals, programs or equipment that require funding, existing and potential funding sources, and determines the tactics and associated timeline for each funding source.

Other Goals for Reference:

1. Design and implement a comprehensive plan to identify, recruit, onboard and maintain quality candidates that will actively support the Department Mission.
2. Develop and implement a comprehensive staffing plan that meets Department needs today and can easily adapt to meet future needs.
3. Design, develop and implement programs to support member recruitment and long-term retention.
4. Enhance the training program to meet the needs of the Department and directly support the achievement of staffing objectives.
5. Create and maintain methods of sharing information with internal and external stakeholders to understand roles, responsibilities, needs and expectations that are clear, consistent, complete and accurate.