

Strategic Advisory and Planning Sub Committee (SAP)

Scope

The Strategic Advisory and Planning Sub Committee (SAP) provides advice, guidance, and recommendations to the AIOH Executive on matters relating to the development, review, and implementation of the AIOH Strategic Plan.

The SAPC monitors progress towards the Strategic Plan by liaising with other AIOH Committees and Sub Committees and offers historical context to support informed decision-making.

Purpose

- To guide the development and regular review of the AIOH Strategic Plan.
- To support the translation of strategic goals into practical, prioritised Annual Action Plans.
- To ensure alignment between AIOH's Committees, Committees, and strategic objectives.
- To assist the Executive with decision-making by providing context, lessons learned, and continuity.

Role and Responsibilities

The Strategic Advisory and Planning Sub Committee is responsible for:

- Assisting the Executive through providing advice and recommendations on the review and preparation of the Strategic Plan.
- Reviewing the AIOH Strategic Plan and providing recommendations for the associated Annual Action Plan for consideration by the Executive.
- Liaising with other AIOH Committees and Sub Committees to monitor action towards the strategic plan.
- Providing the Executive with historical context and background to assist in strategic decision making.

Activities

The activities of the Strategic Advisory and Planning Committee include:

Strategic Plan Development and Review

- Conduct a biennial review of the current AIOH Strategic Plan to assess alignment with organisational goals and external trends.

- Collect and analyse input from the AIOH Executive, Committees, Sub Committees, and members to inform updates to the Strategic Plan.
- Draft proposed amendments or new strategic priorities for presentation to the Executive.
- Identify gaps or emerging opportunities not currently addressed in the Strategic Plan.

Annual Action Plan Recommendations

- Translate strategic objectives into recommended annual initiatives for the Executive to consider.
- Prioritise proposed actions based on impact, feasibility, and alignment with strategic goals.
- Suggest metrics or indicators to monitor progress on key annual priorities.

Liaison and Monitoring

- Hold quarterly check-ins with Committee Chairs and Sub Committee Leads to track progress against strategic goals.
- Collate and summarise feedback or reports from other Committees on their alignment with the Strategic Plan.
- Identify and flag any areas where progress is stalled or misaligned with strategic priorities.

Strategic Decision Support

- Provide briefing papers or historical context on past AIOH initiatives, partnerships, and priorities to inform Executive decisions.
- Maintain a strategic context archive (e.g., rationale for past decisions, lessons learned) to guide consistent decision-making over time.
- Participate in strategic workshops or Executive planning retreats as invited.

Governance and Communication

- Ensure transparency and accountability by reporting SAP activities and recommendations to the Executive and membership (e.g., via annual reports or member updates).
- Document all meetings, key recommendations, and decisions made by the SAP.
- Periodically review and update the SAP's terms of reference to reflect evolving strategic needs.

Resources

- AIOH strategic plans, operational guidelines, and policies.
- Relevant templates, databases, and registers maintained by the AIOH.
- Microsoft Teams and AIOH SharePoint for document management.
- Administrative support from the AIOH office where required.
- Communication tools, meeting platforms, and member directories.
- Any specific committee documentation referenced within the committee's operational framework.

Membership

Membership of this Sub Committee will be selected by Council in consultation with the Chair of the Committee.