

Draft (For Discussion)

RCA Senate Work Plan 2014-2015 (V6)

Serial	Objective	Details	Target	Responsible Cttee
1	Approve Senate Work Plan 2014/2015		Sep 2014	Governance
2	Develop a coherent framework for the Senate's fulfillment of its Governance functions	Review the Governance structure	Completed 2013	Governance
3		Codify the principles and rules for Senate operations – Approved Governance Guide	Completed 2013	Governance
4		Develop and refine governance policies to optimize senate effectiveness	Ongoing	Governance
5		Review Conflict of Interest Policy	Jun 2015	Governance
6	Plan the succession and diversity of the Senate, including Adjunct Advisers.	Finalize Committee Membership 2014/2015	Sep 2014	Governance
7		Approve Succession Plan for 2015/2016	Jan 2015	Governance
8		Recruit new Senate Members	Jun 2015	Governance
9		Approve Senate membership for 2015/2016	Jun 2015	Governance
10		Finalize Committee Membership 2015/2016	Jun 2015	Governance
11		Develop recruitment strategy	Mar 2015	Governance
12	Maintain an Effective relationship with the RCAA BOD	Harmonize the roles of the RCA Senate and the RCAA Board of Directors.	Mar 2015	Governance/ Strategic Planning
13	Financial clarity on the state of Regimental funds	Report to the Senate in the state of the Regimental Funds	Reported 18 Oct 2013	Audit & Risk

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14		<p>Develop a policy on Financial Statements regularizing the reporting format and process to ensure clarity and fidelity on the state of Regimental funds. Phases:</p> <ul style="list-style-type: none"> • New interim statements from RHQ to be designed and produced • Review new Directive from NDHQ regarding regimental funds as distributed in autumn 2014 • Policies to be developed IAW IFRS to ensure CRA compliance. • Test the compliance issue with CRA on a theoretical and trial report. 	<p>Mar 2015</p> <p>October 2014</p> <p>November 2014</p> <p>January 2015</p> <p>February 2015</p>	Audit & Risk (Supported by Heritage)
15	Optimize the Regiments resource management	<p>Conduct Option analysis on the Regimental Fund and resource management structure, identify current areas of risk and recommend changes to mitigate those risks</p> <p>Issue Report on changes if such changes required</p>	<p>Reported 18 Oct 2013</p> <p>Spring 2015</p>	Audit & Risk
16		<p>Identify the systemic risk that results from personnel changes and propose a process for mitigation thereof. Phases:</p> <ul style="list-style-type: none"> • Identify turnover frequency and handover procedures currently in place at RHQ • Identify risks flowing from current procedures • Establish skills requirements and determine possible delta for requirements versus status quo • Draft training requirements if necessary 	<p>Mar 2015</p> <p>Nov 2014</p> <p>Nov 2014</p> <p>Jan 2015</p> <p>Feb 2015</p>	Audit & Risk

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		and essential task table for mitigation of handover risks.		
17		Review internal audit processes in support of an annual review. Phases: <ul style="list-style-type: none"> • Collate IFRS and CA standards for annual review • Review the internal audit process in light of collated standards and requirements • Establish training requirements for the delta between the process and what it required if necessary 	Mar 2015 Nov 2014 Jan 2015 Mar 2015	Audit & Risk
18		Propose plan to optimize the Regiment's resource management and ensure the fulfillment of the Senate's fiduciary responsibilities. Collate findings from Serials 12 through 17	June 2015 June 2015	Audit & Risk
19	Research on the liabilities for Directors of the RCA Senate		Report 18 Oct 2013	Audit & Risk
20	Maintain the currency of the family strategy	Approve revised strategy document	Sep 2014	Strategic Planning
21	Maintain an effective campaign plan;	Approve priority Campaign plan Goals	Mar 2015	Strategic Planning
22		Approve Campaign Plan	Jun 2015	Strategic Planning
23	Develop a coordinated stakeholder engagement strategy;	Propose initial guidance	Strategy reported to Senate June 2013	Stakeholder Liaison
24		Conduct a Seminar to begin the discussion on future relevance and identify key elements to achieve including communications and stakeholder engagement	Sept 2014;	Stakeholder Liaison
25		Approved Stakeholder Engagement Plan	Spring 2015;	Stakeholder Liaison (Supported by Heritage)

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26		Operationalize the Artillery Communications Network	Spring 2015	Stakeholder Liaison (Supported by Heritage)
27	Develop and implement a communications network that makes the "all informed net" a reality	Provide a strategy to improve communications channels	Report on improving websites, social media and artillery online forum reported to Senate June 2013;	Stakeholder Liaison
28		Refine the Family Network to achieve better coordination, collaboration and cohesion among all constituents and stakeholders	Spring 2015.	Stakeholder Liaison
29	Pursue recruitment of national and regional teams		Ongoing	Heritage
30	Develop fund-raising strategy	Publish RCA Heritage Strategic Plan	Sep 2014	Heritage
31		Develop Responsible Stewardship Policy Statement	Sep 2014	Heritage
32		Strategy on Crowd Funding	Sep 2014	Heritage
33	Develop detailed fund raising plan	De-centralized execution with Senate members' assistance	Mar 2015	Heritage
34	Launch new Heritage Campaign communications products	Legacy pamphlet, various video products, 3 rd Annual Report	Ongoing	Heritage