



SUNRAYSIA ANIMAL REHOUSING GROUP

Three Year Strategic Action Plan

2019 – 2021

Purpose;

To reinvigorate and refocus the committee and volunteers of SARG, developing a sustainable future for local community charity.

Key Goals;

- Improve internal and external communication
- Design and embed systems and processes
- Develop and implement a review and planning process

Management;

The Action Plan will be formally reviewed at Committee Meetings each year in February, June and October with the President monitoring progress throughout the year.

Goal One

Improve Internal and External Communication

Improving our communication processes will;

- Assist the committee and volunteers in carrying out their roles efficiently and effectively
- Promote the organisation to the community positively, fostering increased support

YEAR 1

1. Review the mission/ vision of SARG.
2. Redesign Website, including hosting arrangements.
3. Complete branding activity to promote the varied arms of SARG.

YEAR 2

1. Use Website for all internal formal communications.
2. Use Website as the repository of all SARG documentation.
3. Marketing materials are accessible through the Website.

YEAR 3

1. External communications are received and managed through the Website.
2. Induction and training materials are accessible through the Website.

Goal Two

Design and Embed Systems and Processes

Developing new, and reviewing existing systems and processes will;

- Provide clarity to the committee and volunteers about their roles and ensure they carry out their roles effectively
- Ensure new and prospective members to the organisation have a clear understanding of the roles, systems and processes of the organisation
- Provide transparency and accuracy and real-time information

YEAR 1

1. Committee structure and positions are reviewed.
2. Position descriptions are developed for committee positions.
3. Meeting process reviewed and implemented.

YEAR 2

1. Standard Operating Procedures for all SARG activities are completed and implemented.
2. Induction process for new Committee members is designed and implemented.
3. Induction and training of new volunteers is reviewed and implemented.
4. Process for the management and tracking of the foster and adoption process is developed.

YEAR 3

1. Fostering and Adoption process and progress is managed, tracked and reported through the committee repository.
2. Induction and training processes are supported by on-line materials accessible through the Website.

Goal Three

Develop and Implement a Review and Planning Process

A Review and Planning Process will;

- Ensure the committee remains focus on the organisation's key priorities
- Update tasks and responsibilities so that they are managed effectively within budget
- Provide an opportunity to consider the relevance of activities on a regular basis

YEAR 1

1. Develop an bi-annual Review Schedule for the organisations usual activities; Foster, Adoption Education, Events.
2. Schedule and conduct a Planning Meeting for 2019 to consider key topics identified by the Committee.
3. Review the Adoption process and budget and implement change where necessary.
4. Review the Event "Paws Walk" and make recommendations for 2020 where appropriate.

YEAR 2

1. Schedule and conduct a planning Meeting for 2020 to consider key topics identified by the Committee.
2. Review the currency and adequacy of the volunteer pool. Determine appropriate levels required and implement a plan to meet and maintain volunteer pool.

YEAR 3

1. Schedule and conduct a planning meeting for 2021 to consider key topics identified by the Committee.
2. Review the Foster process and budget and implement change where necessary.
3. Review the Education process and budget and implement change where necessary.