

## BOUCHER INSTITUTE POLICY

**Policy Title:** Mission Statement Review  
**Date of Initial Board Approval:** Pre- 2003 practice (not formalized as a *policy*)  
**Date of Last Approved Revision:** May 2<sup>nd</sup>, 2011  
**Person(s) Responsible for Implementation & Adherence:** Executive Director and Board of Governors  
**Related Procedures:** n/a

It is the Boucher Institute's policy to periodically review, re-evaluate and revise as needed the mission statement, within an ongoing process of self-study and continuous quality improvement to ensure that the mission statement:

- Is clear, concise and well articulated;
- Generates goals and objectives that are measurable, attainable and realistic;
- Continues to provide an accurate description of the purpose of the Society;
- Is used as the primary guiding principle for all educational activities and decisions;

And further to ensure that:

- The program is meeting its mission;
- Students, staff and volunteers have a clear understanding and are supportive of the mission statement.

To this end, all constituents of the Boucher community will be invited to review and re-evaluate the mission statement at least annually, ideally at a strategic planning session. Any suggested revisions will be presented at the next annual general meeting of the Society for discussion and approval by the membership.