



## **TERMS OF REFERENCE**

### **RISK MANAGEMENT COMMITTEE**

**Revised January 2019**

Athletics Ontario recognizes that there are risks intrinsic in all areas of our governance, program delivery, and business operations. AO is committed to managing risks to the organization and to our membership, staff, committees, and board. AO takes the safety, well-being, and satisfaction of our members and participants seriously. While we are not averse to taking organizational risks and pursuing beneficial opportunities, we will do so thoughtfully and in an informed manner.

#### **AUTHORITY**

The Risk Management Committee shall operate as a standing committee of Athletics Ontario. The Committee has the authority to review, research and investigate matters relating to core ethical policies, safety, risk management and insurance and make recommendations for policies and actions by Athletics Ontario. As required, the Committee may consult with independent professional experts (having policy, safety, legal, risk management or insurance expertise) to assist with the execution of its duties.

#### **COMPOSITION**

The Risk Management Committee shall include:

- Chair (elected from Committee members)
- Up to three (3) appointed members
- Up to two (2) Board Members
- Chief Executive Officer (ex-officio & non-voting)

A minimum of two members should have training and experience in one or more areas directly related to the Committee mandate (law, insurance, or risk management).

#### **APPOINTMENT**

The Chair of the Committee will be selected by Committee members, and will have overall responsibility for the activities of the Committee. The CEO shall appoint up to three (non-director) members to serve on the Committee for a one-year term.

#### **MANDATE**

The committee shall develop an annual work plan with specific deliverables and timelines to audit and recommend policies, strategies and programs, and oversee compliance with policies and generally accepted practice standards regarding risk management.

Risk Management will be considered in all activities or events undertaken by Athletics Ontario with the view of protecting the organization and its members. The Committee is responsible for, but not limited to the following:

- a. Review activities of AO as they relate to safety, legal liability and risk exposure.
- b. Identify those activities and areas, which have the potential to pose significant risks to AO and to conduct risk assessments for these activities and areas.
- c. Make recommendations to AO, as required, on associated policies/measures that will assist in avoiding or controlling risks.
- d. Ensure the development (and monitoring) of appropriate safety standards that are in place in regards to the safe practice of the sport through its rules and competition policies.
- e. Monitor risks and the implementation of risk control measures on an ongoing basis.
- f. Make recommendations regarding insurance coverage for AO members and board liability.
- g. Develop and implement guidelines for ensuring and resolving ethical disputes.
- h. Manage AO ethical policies and ensure AO has trained harassment and abuse officers identified to deal with complaints.
- i. Ensure that educational programs related to ethical policies (including harassment and abuse), safety, and risk management are provided to its staff, athletes, coaches, and administrators, volunteers and technical officials.
- j. Ensure the organization maintains a risk registry and that staff are recognizing, and taking steps to mitigate, risks in their planning and reporting.

## **ROLES**

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call details, prepare the agenda and keep (or ensure the keeping of) minutes to record discussions and actions taken at all meetings. In addition, the Chair is responsible for reporting progress, project timelines, or providing written recommendations and reports.

Committee members must participate in discussions and share the workload. Each member's expertise, whether it is a skill or knowledge, contributes to the Committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the Committee.

## **MEETINGS**

The Committee will meet as required or at a minimum six (6) times per year. Meetings may be held in person or by telephone conference.

Carrying out the work of the Committee effectively requires a commitment to attend all meetings. Any Committee member who is absent, without reasonable excuse as determined by the board,

from three consecutive meetings, will be considered to have resigned his/her position and shall be so informed in writing.

## **REPORTING**

The Committee will report to the board on a quarterly basis, or as required, through its Chair. In addition, the Committee will submit an annual report at every AGM.

The Committee will communicate, as required, with other AO committees including the Competition Committee and Officials Committee.

## **EVALUATION**

The board will review the performance of the Committee on an annual basis and these terms of reference.

<b>RISK COMMITTEE TERMS OF REFERENCE</b>		
<b>OWNER:</b>	<b>STATUS:</b>	<b>DATE:</b>
Board	Approved	December 14, 2013
Board	Revised	May 29, 2016
Board	Revised	January 29, 2017
Board	Revised	December 7, 2017
Board	Revised	January 2019