

**TERMS OF REFERENCE
RISK MANAGEMENT COMMITTEE
Revised April 19, 2023**

PURPOSE

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.

The Committee has the authority to advise the Board and other AO Committees. As such, it will review, research, and investigate matters relating to safety, legal liability and risk exposures and make recommendations for policies and actions by the Board. As required and with Board approval, the Committee may consult with independent professional experts (having policy, safety, legal, risk management or other expertise) to assist with the execution of its duties.

COMPOSITION

Appointments to the Risk Management Committee shall include:

- Chair (Board director not also a member of the Finance Committee).
- Up to two (2) additional Board members.
- Up to two non-Board AO members.
- The Board Chair, Board Treasurer and Chief Executive Officer will be invited to attend all meetings and receive agendas and minutes.
- A minimum of two (2) Committee members should have training and experience in one or more areas directly related to the Committee mandate.
- Other guests may be invited to attend specific meetings upon the invitation of the Committee Chair.

SPECIFIC DUTIES

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 exposures.
- b) Identify those activities and areas, which have the potential to pose significant risks to AO and 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 regarding 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) Recommend strategies and initiatives to the Board to address the work plan deliverables.
- g) Ensure that educational programs safety, and risk management, environmental are provided to its staff, athletes, coaches, and administrators, volunteers, and technical officials.

ROLES

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call, prepare the agenda, and keep (or ensure the keeping of) minutes to record actions and decisions taken at all meetings. In addition, the Chair is responsible for reporting progress, and 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 four (4) times per year. Meetings may be held in person, via video conference or by telephone to permit all participants to communicate adequately with each other. Minutes will be kept.

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 from their position and shall be so informed in writing.

REPORTING

The Committee will communicate, as required, with other AO Committees. 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.

EVALUATION

The Board will review the Committee and the Committee Terms of Reference as required.

RISK COMMITTEE TERMS OF REFERENCE		
OWNER:	STATUS:	DATE:
Board	Revised and Approved	April 29 th , 2023