



Committee Name	Risk Management Committee
Committee Type	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad-hoc
Mandate/ Purpose	<p>BC Archery recognizes that there are risks intrinsic in all areas of our governance, program delivery, and operations. The Risk Management Committee is a Standing Committee of the Board that is responsible for advising the Board on risk management, and in fulfilling its oversight responsibilities relating to administration and program support.</p>
Key Duties/ Objectives	<ul style="list-style-type: none"> • Identify those activities and areas which have the potential to pose significant risks to BC Archery and to conduct risk assessments for these activities and areas. • Ensure the organization maintains a risk registry and that the organization is recognizing, and taking steps to mitigate, risks in their planning and reporting. • Monitor risks and the implementation of risk control measures on an ongoing basis. • Provide input as requested to the Board of Directors for the organization on associated policies/measures that will assist in avoiding or controlling risks. • Identify need for new or revised organizational policy for the Board of Directors. • Develop annual priorities. • Submit all program and budgetary requirements for annual budget development. • Monitor work plans to ensure agreed tasks are completed. • Liaise with committees on issues of mutual concern. • Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.
Authority	<ul style="list-style-type: none"> • The Committee will exercise their authority in accordance with the BC Archery Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference. • The Committee may develop and approve procedures/guidelines pertaining to their particular area of responsibility. • The Committee may make policy recommendations to the Board of Directors. • The Committee has no authority to contravene Board approved policies. • The Committee has no authority to approve changes to operational budgets but may recommend budget add-ons or programming initiatives with budget implications to the Executive Director.



<p>Composition</p>	<p>The Committee consists of a minimum of 4 but no more than 5 members. (Including Executive Director)</p> <ul style="list-style-type: none"> • VP Administration (Committee Chairperson) <ul style="list-style-type: none"> ○ Preside over meetings of the Committee. ○ Prepare meeting agendas focused on Committee responsibilities. ○ Ensure the Committee works effectively. ○ Ensure meetings are efficiently managed and decision-making is transparent. ○ Ensure conflict of interest issues are addressed sensitively and constructively. ○ Proof and approve the meeting minutes prior to distribution. ○ Act as a liaison between the Committee and the Board of Directors. ○ Actively put forth ideas and suggestion. ○ Complete assigned work as directed by the Committee. • Up to three (3) members appointed by the VP Administration. <ul style="list-style-type: none"> ○ Members having experience with risk management is preferred. ○ Actively put forth ideas and suggestion. ○ Complete assigned work as directed by the Committee. • Executive Director <ul style="list-style-type: none"> ○ Take meeting minutes when present. ○ Actively put forth ideas and suggestion. ○ Complete assigned work as directed by the Committee
<p>Term</p>	<ul style="list-style-type: none"> • Committee members shall be appointed for a term of 2 years and may be reappointed for subsequent terms. If possible, the term of 50% of the members will expire in even years, 50% will expire in odd years. • Committee members serve at the pleasure of the Board of Directors and may be removed from office at any time at the absolute discretion of the Board of Directors.
<p>Meetings</p>	<ul style="list-style-type: none"> • The Committee will determine a meeting schedule that will facilitate achievement of the Committee’s work plan, and which will include at least three meetings per year. The Committee will meet by e-mail, internet conference, telephone or in person, as required. In-person meetings must be approved in advance by the Board when travel, meals and accommodations are required (Budget issue). • Minutes that reflect all significant decisions of the Committee will be kept at all regular meetings. Minutes will be provided to the Executive Director within seven (7) calendar days of the committee meeting. • The Executive Director will provide format for meeting agenda and recording minutes required for each meeting. • The Committee shall endeavour to operate by consensus.
<p>Reporting</p>	<p>The VP-Administration will report to the Board in writing, at every meeting.</p>
<p>Resources</p>	<p>The Committee will receive the necessary resources from the Board of BC Archery to fulfill their mandate.</p>



Approval	<p>These terms of reference were approved by the Board of Directors on March 11, 2020.</p> <p>The Board of Directors will review these terms periodically and at minimum annually at the first meeting following the Annual General Meeting and will make changes if warranted.</p>
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