



<b>Parent Policy:</b>	<b>Risk Management</b>
<b>Effective Date:</b>	<b>October 8, 2014</b>
<b>Last Reviewed Date:</b>	<b>February 17, 2017</b>
<b>Policy Sponsor:</b>	<b>Vice President Corporate Services and Chief Financial Officer</b>
<b>Administrative Responsibility:</b>	<b>Executive Director People and Planning</b>
<b>Appendix B</b>	

## **Risk Management Advisory Committee Terms of Reference**

### **Committee Purpose/Mandate:**

The Risk Management Committee (RMAC) is an operational committee set up by the College Leadership Council (CLC) to oversee and provide direction on matters of risk management at the college. The committee reports to CLC.

The purpose of college-wide risk management, which includes a Risk Management Policy and supporting framework, is to integrate the process for managing risk into the overall governance, strategy and planning, management and reporting processes of the college.

### **Committee Responsibilities:**

- Oversee the college-wide risk management process on behalf of CLC
  - Recommend Risk Management Policy and approve the Framework.
  - Recommend an appropriate risk appetite /tolerance for the college.
  - Assist in the identification and quantification of fundamental risks affecting the college, and ensure that follow-up arrangements are in place to mitigate those risks.
  - At least annually do a full review of the Risk Register.
  - Inform CLC on risks and controls that need further assessment.
  - Ensure that risks associated with emergency preparedness and business continuity are addressed in appropriate plans.
  - Help embed a risk management culture into major decisions through risk education, high level controls and procedures.
  - Consider major decisions affecting the college’s risk profile or exposure.
  - Identify risks and controls that should be included in the reporting and communication.
- The committee will report as necessary to CLC and any other committees or bodies as deemed appropriate.

### **Membership:**

Membership should be cross functional and include the following:

- Vice President Corporate Services and Chief Financial Officer
- Executive Director People and Planning
- Director Financial Services
- Director Information Technology Services
- Director Facilities Management
- Director Student Services
- Registrar

- Dean Centre for Applied Research and Innovation
- Deans (2) rotate annually
- Security Team Lead
- Occupational Health and Safety Team Lead
- Risk and Planning Analyst

In addition, the following will be resources to the committee and will be non-voting:

- Other Senior Administrators (as required)

Members will be appointed by CLC.

**Meetings:**

- The committee shall meet quarterly.
- Ad-hoc meetings shall be held as required.

**Decision-making:**

1. Full consensus (everyone is on board with the decision).
2. Consensus (everyone is on board or can live with the decision).  
*Decision Moves Forward.*
3. Conscientious objection (one or more members object and cannot live with the decision).  
*Chair and relevant member(s) meet offline and return to the committee with a workable solution.*

**Responsibilities:**

**Chair:**

- Committee will be chaired by the Vice President Corporate Services and Chief Financial Officer or designate.
- Agenda will be coordinated by the chair with input from members.
- Agendas and handouts will be distributed electronically before the meeting.
- Action items will be recorded and distributed in the next meeting package.

**Communications Responsibility:**

- The committee will be responsible for disseminating information as required to the Executive Leadership Team (ELT), CLC and the operations team.

**Please direct any questions to the administrator responsible for this document or [policy@lethbridgecollege.ca](mailto:policy@lethbridgecollege.ca)**