



RISK MANAGEMENT COMMITTEE – TERMS OF REFERENCE

The Risk Management Committee (RMC) is created pursuant to By-law 1 Article 3.1 of the Provincial Sport Organizations Council (PSO Council) and constituted by the Board of Directors on November 15, 2006.

The RMC shall be a standing committee of the Board of Directors.

1.0 Mandate

The mandate of the Risk Management Committee includes but is not limited to:

- 1.1 Providing support and advising the PSO Council Board on the development, implementation and monitoring of the Risk Management Strategy/Protocol.
- 1.2 Providing a forum for sharing Risk Management information between stakeholders;
- 1.3 Facilitating Risk Management professional development opportunities for stakeholders;
- 1.4 Liaising with external non-profit sectors, for profit organizations, government and/or related industry; and
- 1.5 Presenting the collective position to government and/or government agencies and industry on member-identified matters related to Risk Management in sport and recreation.

2.0 Reporting Requirements

- 2.1 Oversee the development of an annual report on progress related to the implementation of the PSO Council Risk Management Strategy/Protocol;
- 2.2 Provide quarterly updates to PSO Council Board of Directors, or as required; and
- 2.3 Present quarterly reports, at a minimum, to PSO Forums.
- 2.4 Present annual report to the Membership at Annual General Meetings

3.0 Committee Composition

3.1 RMC Membership will consist of:

- • One Chairperson appointed by the PSO Council Board of Directors (By-law 1 Article 3.4);
- • 7-12 members to ideally consist of:
 - 2 PSO representatives, at a minimum
 - 1 MSO representative, at a minimum
 - 1 Risk Management expert, at a minimum
 - 1 Ministry of Health Promotion representative
 - 1 Government of Ontario representative (to be determined)
 - 1 Foundation representative
 - 1 Industry representative
 - PSO Council Director responsible for Risk Management portfolio
 - Other individuals or representatives as deemed necessary by the RMC Chair and/or members
 - PSO Council Chair shall be an ex-officio member
 - PSO Council Executive Director

3.2 Consideration for membership will be given to:

- 3.2.1 Position within respective organizations;
- 3.2.2 Employee and volunteer balance; and
- 3.2.3 Inclusion of external experts.

3.3 When a vacancy occurs on any committee, the Board may appoint an individual to fill the vacancy for the remainder of the committee's term, provided this individual satisfies any qualifications for the membership of the committee as specified in the PSO Council's By-law, policies and/or procedures (By-law 1 Article 3)

3.4 The Board may remove any member it has appointed to any committee (By-law 1 Article 3.11)

4.0 Accountability

4.1 Committee members are accountable to the PSO Council Board of Directors and PSO Council Membership as well as to their respective organizations through normal reporting structures.

4.2 Committee members shall sign a letter of commitment (to be confirmed)

5.0 Conflict of Interest Guidelines

5.1 All members of the RMC will act with honesty, integrity and openness in advancing the Committee's mandate.

5.2 RMC members are responsible for reporting any conflict of interest, outside activities, gifts and hospitality that relate to their participation on this committee or that may influence any decision made by this committee. (By-law 1 Article 3.14)

6.0 Time Frame and Meetings

6.1 The RMC shall meet as frequently as it determines necessary but not less than four (4) times in each fiscal year. The Chair of the Committee, or any two members of the Committee, may call meetings of the Committee.

6.2 At any meeting of the RMC, quorum shall consist of a majority of the committee (By-law 1, Article 3.5)

6.3 The RMC will meet at a minimum bi-monthly (every other) or at a frequency to be determined by the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

6.4 Working groups and sub-committees may be convened to address specific issues or undertake activities as required.

6.5 The RMC will review its Terms of Reference each year and may revise them, subject to approval by the PSO Council Board of Directors. (By-law 1 Article 3.3)

7.0 Secretariat and Financial

7.1 The PSO Council Executive Director or designate is responsible for:

- Preparation in collaboration with RMC Chair and/or RMC Committee of annual budget for approval by PSO Council Board of Directors;
- Preparation of minutes of all RMC meetings (attendance required);
- Preparation in collaboration with RMC Chair of all requests for proposals, contracts or similar for approval by PSO Council Board of Directors;
- Oversight of pre-approved, eligible travel and out-of-pocket expenses of RMC members in relation to RMC duties (By-law 1 Article 3.10);
- Quarterly report to PSO Council Board of Directors on expenditures versus approved budget;
- Quarterly status of Risk Management Strategy;
- Quarterly report, at a minimum, to PSO Forums; and
- Annual Report for Annual General Meeting

8.0 Dispute Resolution

8.1 Should the committee be unable to resolve an issue through negotiation among the members, the committee will refer the issue to its Chair and the PSO Council Chair for dispute settlement. A neutral third-party may be involved at the discretion of the Chairs. Joint decisions made by the Chairs will be considered final by the committee.

Approved by PSO Council Board of Directors on May 28, 2007.