

Risk Management Committee Charter

Committee Purpose

The Risk Management Committee (“RMC”) works on behalf of the Board of Directors to assist with Board oversight and mitigation of organizational risk. Specifically, RMC reviews programs and practices that expose the organization to significant health and safety risks that could affect the survival of the organization.

Core Activities:

- Work with volunteers to ensure the following areas adequately address risk exposure:
 - Activity oversight (Branch Leadership Committee)
 - Activity incident analysis & response (Safety Committee)
 - Youth Program oversight (Staff)
 - Outdoor Center oversight (VP of Properties)
 - Travel Programs oversight (Global Adventures Committee)
 - Building & Property Safety (Staff)
 - Facilities Safety & Risk Management (Facilities staff and Outdoor Center Leaders)
 - Crisis & Disaster Planning/Response (Staff)
- Identify areas of vulnerability and make recommendations to the Board for risk assessment and mitigation
- Ensure existence of consistent risk management policies across activities
- Recommend expert consultation as needed
- Compare Mountaineers risk management protocol against industry peers
- Intake and process risk management concerns
- Track and monitor outcomes of risk management concerns
- Periodic review of practices, procedures & standards to identify unaddressed risks that go beyond the organization’s risk acceptance
- Work with the Board, legal counsel, and insurers to manage and protect against organizational risks

The committee will establish and maintain a work plan that establishes priorities, timelines, and responsibilities related to the above core activities.

Authority

The RMC derives its authority from the Board, and shall abide by The Mountaineers Bylaws and all Board policies.

Meetings

The RMC shall establish a meeting schedule appropriate to fulfilling the Committee's responsibilities and reporting back to the Board. Meeting dates and times should be specified in advance.

Quorum

A minimum of one officer and 50% of the committee members must be present for a meeting to commence.

Members

The RMC shall consist of at least six but no more than nine members of the Mountaineers, at least two of whom shall be members of the Board.

The RMC seeks committee members with some of the following experience:

- Legal background
- Outdoor risk management background
- Crisis & Disaster management experience
- Outdoor leadership or other related experience

The RMC seeks committee members from the following groups:

- Global Adventures
- A variety of Mountaineers Activities, including at least one from a climbing/mountain pursuit; one from a sea kayaking/water-based pursuit; one from a snow pursuit
- Board of Directors
- Branch Leadership Committee
- At least one staff member

Members shall serve 2-year terms and indicate their interest in serving another year annually. Members are nominated by the Chairperson, approved by the board, and may be dismissed from committee membership for due cause as agreed to by a majority of committee members.

Officers

The Chairperson and Vice-Chairperson will be appointed by the Board of Directors. The Secretary will be appointed by the Chairperson. All committee members will help ensure the provisions of this Charter are carried out.

Chairperson - Per Board Policy must be an active member of the Board of Directors, presides over RMC meetings.

- Provides regular reports to the Board of Directors
- Presides over RMC Committee meetings

Revision Date: October 2020

- Ensures ongoing progress on work products

Vice-Chairperson - Must be a member of the Board of Directors, acts in the Chairperson's stead when the Chairperson is absent.

- Assume the duties of the chair whenever needed.
- Assist the chair in committee activities as requested
- Serve a minimum term of two years.

The committee secretary may be a staff member and will work to:

- Maintain committee records, including meeting summaries.
- Soon after a committee meeting, circulate a summary of that meeting to committee members and other interested persons for comment.
- Unless the position is a member of staff, serve a minimum term of two years.

Roles, Responsibilities, Authority

The Risk Management Committee makes recommendations to the board and to key program leaders (staff or volunteer) about improvements in our risk management. The Board of Directors is responsible to approve or reject the recommendations, as well as ensure that approved recommendations are carried out.

Reports

The RMC will provide reports as directed by the Board.

Charter Amendments

Amendments to this charter may be proposed by any Committee Member or by any member of the Board of Directors. Amendments to the Charter must be approved first by a simple majority vote of the Risk Management Committee, followed by an approval vote from the Board of Directors.