



**BC SOCCER**

**2020-2021 Risk Management**

**Terms of Reference**

Advisory to the Board of Directors and provides SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on all matters of risk factors including but not limited to fiscal, competitive, commercial, environmental, legal, and human matters.

**Membership:** The membership of the Risk Management Committee shall be comprised of a minimum of three members, two of which must be members of the Board of Directors. The Chair and Vice-Chair must be members of the Board of Directors. The Chair is the Risk Management Officer for the association.

**Formation:** The Committee Chair is approved by the Board of Directors, upon a recommendation from the President of BC Soccer. The approved Committee Chair selects the Committee members.

**Terms:** All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

**Goal:** The goal of the Committee shall be to assist the Board of Directors in fulfilling its duty of care with respect to the safety and integrity of the operations of BC Soccer and its members.

**Deliverables:**

1. Continually update the Risk Register and report to the Board of Directors, at a minimum, quarterly
2. Identify potential and significant hazards and risks to BC Soccer and make recommendations to the Board of Directors to eliminate, mitigate or minimize such risks and hazards.
3. Make recommendations to the Board of Directors regarding actions to be taken and policies or procedures to be implemented regarding risk management for BC Soccer.
4. Review situations where BC Soccer's risk management policies failed to prevent or mitigate an occurrence; and in such situations, to make recommendations to the Board of Directors.
5. Make recommendations to the Board of Directors concerning the structure of BC Soccer's insurance coverage, types and amount of insurance.
6. Be responsible for delivering against additional board agreed priorities.

**Jurisdiction:** The Committee may recommend changes to the Board of Directors regarding risk management policies, procedures and management of particular incidents.

**Resources and Budget:** N/A

**Governance:** A quorum of the Committee will be a majority of its members; decisions on

recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required. Staff members/liaisons do not hold a vote.

**Communications:** Communications shall be typically by conference calls, face to face meetings and email as called by the Chair of the Committee.

**Relationships:** The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

**Related Bylaws:** The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

**Compliance:** Committee members shall be subject to all the Board of Directors' policies, including confidentiality, conflict of interest, privacy and harassment.

**Staff Liaison:** The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

### **Composition**

BC Soccer Board of Director and Chair, John Charlton  
BC Soccer Board of Director Member and Vice-Chair, Melissa Tancredi  
BC Soccer Board of Director Member, John O'Flynn  
Community Member, Frank Rennick  
Community Member, Karen Hood-Deshon  
Community Member, Mike Foster  
Staff Member, Director of Operations once in post  
Staff Liaison, Lynda Mulder