

Risk Management Advisory Council
Operating Guidelines

Membership Composition

The composition of the Council will be no less than seven and no more than fourteen members including one or more of the following:

1. Persons with responsibility for oversight of the Risk/Safety Management function, or
2. Persons with responsibility for budget development and implementation, or
3. Persons who perform Risk/Safety Management duties.

Council members may be nominated by agency heads or administrators of agency divisions. Council members will be selected by the State Services Division (SSD) Administrator based on diversity in representation of:

1. Type of agency
2. Mission
3. Business and services provided
4. Size
5. Types of exposure
6. Loss history
7. Geographic location

The Council Chairperson and Vice-Chairperson will be selected by Council members. Desirable attributes that will be considered as part of the selection process are that the individual is:

1. Ethical
2. Strategic
3. Effective Communicators
4. Responsive
5. Inclusive
6. Respectful
7. Cost conscious

Membership Term

Council member terms will be two years, with the exception of half the originating Council members, who will serve a three year term in order to provide for continuity of strategic planning and Action Plan oversight. Staggered terms of two and three years will be revisited at the end of the year. Council members and agencies may be considered for multiple terms.

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Council Member Orientation

Orientation for new Council members will be provided by the State Risk Manager. New members will assume the outgoing member's assignments. Outgoing members are responsible for orienting their replacement to Council activities regarding their assigned Action Plan items.

Estimated Number and Frequency of Meetings

Advisory Council meetings will be convened at least four times per year. Any Council member may request additional meetings by contacting the Chairperson or State Risk Manager. Council meetings will be open to the public unless a determination is made that the meeting should be closed.

Leadership

The Advisory Council Chairperson will lead Advisory Council meetings. The agenda of each Advisory Council meeting will be developed with input from Council. The Vice-Chairperson will work in partnership with the Chairperson and in the absence of the Chairperson will assume that role.

DAS Risk Management will serve as a resource and provide support for Advisory Council activities, including preparation and distribution of the final agenda and meeting materials before the meeting, maintaining and distributing meeting minutes, issue papers, action plans, position papers, records, reports and other Council documents.

Council Member Participation

1. Council Participation

- a. Regularly attends meetings of the Council.
- b. Fosters a positive working relationship with Council members and support staff.
- c. Assists with succession planning.
- d. Members may send an alternate attendee

2. Independent Judgment

- a. Each member shares equally in the responsibility of the Council to act in the best interests of the State.
- b. Each member is expected to exercise his or her independent and informed judgment on all risk management recommendations.

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- c. Members may reasonably rely on information and reports received from regular sources (i.e., support staff and service providers) that the member reasonably regards as trustworthy, reliable and competent.
- d. Members should seek and obtain additional information as needed regarding all matters for review and recommendation.

3. Additional Responsibilities

- a. Members may volunteer or be asked to participate in relevant teams, committees or initiatives.

Council Chairperson and Vice-Chairperson Participation

1. Council Membership

The Chairperson and Vice-Chairperson must be actively participating Advisory Council members.

2. Leadership

- a. The Chairperson chairs meetings of the Advisory Council.
- b. The Vice-Chairperson chairs meetings of the Advisory Council in the absence of the Chairperson.
- c. The role of the Chairperson and Vice-Chairperson is to support and encourage the Council's role and to focus the Council's attention on governance.

Issue Submission

Council members, agencies and other stakeholders may submit issues. These issues may be submitted in the form of an issue paper that addresses background, assessment and recommendation of issues to be addressed by the Advisory Council. An issue may also be submitted for review when substantial losses occur as a result of agency policies, litigation, defense practices, or other management practices.

DAS Risk Management is responsible for distributing and maintaining issue papers, action plans and position papers.

Actions

The Council is responsible for determining an Action Plan that represents the list of issues it chooses to address. The Council may utilize speakers, technical experts, working groups and sub-committees to inform, collect information and draft recommendations in the form of a position paper. The Council is responsible for forwarding recommendations for action to DAS Risk Management when consensus has been reached on an issue being reviewed. Risk Management is responsible for carrying forward all position papers to DAS executive

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management for consideration. The State Risk Manager is responsible for communicating back to the Council the decisions of DAS executive management in regard to the recommendations the Council submits.