

Risk Management Steering Committee

Terms of Reference

October 2009

1.0 Purpose

The purposes of the Steering Committee are:

- a) to follow a continuous process to understand and communicate risk from an university-wide perspective:
- b) to provide a university-wide opportunity to discuss risk issues, including
 - regular reports and issues beyond their terms of reference from the committees (listed below)
 - due diligence reports for the Board of Governors, and
 - other issues brought forward through the offices of the Vice-Presidents; and
- c) to provide advice to the Vice-President Finance and Operations.

2.0 Membership

Vice President Finance and Operations (Chair)
Vice President Academic or designate
Vice President Research or designate
Vice President External Relations or designate
Assistant Treasurer
Chief Information Officer
University Secretary
Exec Director Facilities Management
Associate Vice-President Human Resources
Associate Vice-President Financial Planning & Operations

Exec Director of Financial Services
Director of Campus Security
Manager, Occupational Health and Safety
Internal Auditor
Emergency Planner
Director University Communications
Risk and Insurance Analyst
Administrative Assistant to VPFO (Secretary)
EOC Coordinators

3.0 Terms of Office

The Chair is the Vice-President Finance and Operations

The Chair and members are all ex-officio and serve at the pleasure of the Vice-President Finance and Operations.

4.0 Procedures

Meetings shall be held two times a year to coincide with due diligence reports for the Board. Other meetings will be held at the call of the Chair.

The secretary will circulate a request for reports and agenda items before each meeting.

The committee will receive reports and discuss information and recommendations from all committees listed below.

Synoptic minutes will be kept of each meeting and will be circulated to the members of the committee.

External advisors and consultants will be retained as required.

5.0 Committees

Research Safety Committees
Campus Security Committee
Emergency Planning Committee
University Safety Committee