



Risk Oversight Committee (Committee of the Board) Terms of Reference

The responsibility of the Board of Directors of the St. Albert Gymnastic Club involves active oversight of the organization's approach to risk oversight.

Risk Oversight

- Risk oversight is a systematic approach to managing potential risks that may affect the organization adversely. It encompasses a series of activities designed to identify the risks, assess their effect on the organization and their probability of occurrence, thereby allowing them to be ranked accordingly. Having identified the priorities, the committee will develop and implement strategies to mitigate or manage them.

Key Duties

The Committee will perform the following key duties on an ongoing basis:

- Risk Identification, Assessment, Mitigation, Monitoring and Reporting as it relates to the St. Albert Gymnastics Club and its membership.
 - This could include recommending policies and procedures to mitigate the risk to the Association and its membership.
- Ensure proper orientation, support and continuing education for the Directors, and membership as needed around risk.
- Ensure consideration is given to membership concerns related to policies and procedures around risk are understood and clarified.
- Provide support to membership on any risk related issues.

Authority

The Committee will exercise its authority in accordance with the Bylaws and such additional provisions as set out in this Terms of Reference and will do so without interference from the Board.

The Committee is an active advisor to the Board on all risk oversight matters.

Composition

The Committee will be composed of at least three (3) Board Directors, at least one of whom shall have knowledge and experience of governance of non-profit boards. Members will include:

- Chairperson – a Director appointed by the board of directors
- Directors at Large – two (2) Directors of the board of directors



- Executive Director – ex-officio
- President, ASA – ex-officio

Decision Making

Each member of the board committee shall be entitled to one vote.

Meetings

The Committee will convene either virtually or in person, as deemed necessary. Meetings will be scheduled at the discretion of the Chair. The Committee is expected to meet a minimum of three times per year.

The Committee will provide updates to the Board of Directors by submitting the minutes of its meetings. The Board will receive these minutes at its next scheduled meeting following the Committee's meeting. As a committee of the Board, there is no expiration on its term. The Committee Chair will maintain communication with the Executive Director.

Committee Members missing two (2) meetings in a row will be automatically removed by the committee.

Resources or Support

The Committee will receive the necessary resources from St. Albert Gymnastics Club to fulfill its mandate. The Committee may, from time to time, receive administrative support from St. Albert Gymnastics Club Executive Director.

Responsible to

The Committee reports to the Board of Directors through the Chair of the committee. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.

Policy Oversight

- Risk Management Policy
- Risk Register

Evaluation

The Board of Directors and Chair of the Committee will evaluate the performance of the Committee. Support may be provided through the Executive Director as needed. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outlined in these terms of reference.

Review and Approval of Terms of Reference

The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

**Other**

The provisions of the Bylaws as they relate to the Risk Management Committee will also apply.