



Effective as of: January 2020

Terms of Reference

Name of Committee: Risk Management

Mandate:

The Risk Management Committee (the “Committee”) is a Standing Committee of the Board of Directors of Water Polo Canada (“WPC”). It is responsible for advising the Board on risk management and in fulfilling its oversight responsibilities relating to administration and Program Support, which shall include assisting in enabling support (information, technology, political influence) or resources (financial) for WPC.

Key Duties:

At all times, the Committee will operate within the financial and budgetary policies of WPC, and all material issues shall be brought before the Board of Directors for WPC, prior to any decisions being made thereon, the Committee will perform the following key tasks:

- On an ongoing basis, provide expertise to enhance the quality of Board discussion on risk management, and facilitate effective Board decision making in this area;
 - Specifically, the committee will work on the ongoing identification, prioritization and maintenance of a risk registry;
 - The committee will make recommendations to the board to manage these risks;
 - The committee will report on the actions taken quarterly and update the registry on a yearly basis;
- The committee will be responsible for the development and maintenance of a crisis management plan which includes a communication plan to respond to threats and crises that have the potential of affecting the organization.
- Advise the Board on the adequacy and effectiveness of WPC’s key risk management policies and documents and their affects on the organization; this work may be done in collaboration wit the Governance committee;
- Perform such additional tasks as may be delegated to the Committee by the Board from time to time.

Authority:

The committee will be an active advisor to the Board. In collaboration with the governance committee, the committee will research, and review policies related to risk management and then propose action in the form of a recommendation to the Board for approval.

Policy Responsibility:

The Risk Management Committee shall be responsible for policy research and oversight of those organizational policies that may be assigned to it for that purpose by the Board from



time to time.

Composition:

The Committee will be composed of a minimum of three (3) persons. Two of these persons must be Directors of WPC. The Board will designate the Chairperson of the Committee, who shall be a Director.

Appointment/Election:

The Board appoints members to the Committee. Members will serve from appointment until the re-striking of the committee as determined by the Board from time to time. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The President of the Board has the discretion to remove any member of the committee and on recommendation of the board should they be unable to fulfill their mandate.

Meetings:

The Committee shall meet by telephone or in person, as required. Meetings will be as called by the Chairperson. Minutes of all committee meetings will be kept.

Resources:

The Committee will receive the necessary resources from WPC to fulfill its mandate and may from time to time have staff persons assigned to assist the Committee with its work.

Objectives/Deliverables:

The committee will be responsible to produce and maintain a risk registry and support the work done to address these risks by prioritizing and establishing a yearly action plan.

The committee will be responsible to produce and maintain a crisis management plan which includes crisis communication.

All the listed objectives must be simple, measurable and time bound. The objectives must be reviewed and/or renewed annually.

Strategic Plan: All actions and work of the WPC committees and its directors are directed towards achieving the best outcome and results for Water Polo in Canada

Evaluation: The Board of Directors will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables. This review will take place immediately prior to the Annual General Meeting.



Reporting: The Committee Chair will report to the Board, in writing, at every meeting of the Board. The Committee will report to Members at the Annual General Meeting, in the form of a written report.

Review and Approval: The Board of Directors will review these terms of reference every [two] year[s].