

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

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| Name: | Risk Management & Finance |
| Type of Committee: | Standing Committee |
| Focus: | Inwards |
| Accountability: | Executive Board |
| Ex-Officio: | National Vice-President |
| Membership Composition: | Standard National Committee Reference |
| Meetings: | Standard National Committee Reference |
| Staffing: | Standard National Committee Reference |

Purpose/Mandate:

The Committee shall oversee and monitor significant financial planning and financial management of the CCI and the Chapters in evaluating and monitoring overall financial health of the organization. Current responsibilities and mandate to include:

- (a) Develop Policies and Processes for the Regular Review of Chapter Financials
 - Request and review chapter budgets annually
 - Request and review chapter financial statements at least twice each fiscal year
 - Identify opportunities for Chapter improvements and forward committee's reports, recommendations, and analysis to the Executive Board
 - Develop the policy for National fiscal reserve targets
- (b) Acting as a Resource to Chapters
 - Survey Chapters to obtain information regarding areas in which they would like financial assistance
 - Maintain ongoing communication with Chapter Treasurers for feedback and recommendations concerning Chapter financial policies
 - Assist Chapters with any risk management or claims process
- (c) Monitor Risk Management
 - Provide recommendations to the Executive Board regarding identifying possible risks to CCI
 - Review the National /Chapter insurance coverage (Directors Liability, General Liability) ensuring appropriate coverage
 - To source options for insurance coverage – both cost and type of coverage - for yearly review by National Executive

2018 Identified Priorities:

These priorities do not constitute part of the Terms of Reference, but outline the current priorities of the committee, in conjunction with the purpose/mandate of the committee. These are expected to be reviewed and updated yearly by the National Executive.

1. RFP Master Insurance
2. Develop policy for National reserve amounts