

Terms of Reference

Judo Canada Risk Management Committee

Purpose

At Judo Canada, risk management is viewed as a comprehensive approach to improving organizational performance. On behalf of its Board of Directors, members of the Risk Management Committee will monitor the high level risks associated with the activities, operations, and initiatives of Judo Canada, in accordance with the Judo Canada Risk Management Policy.

Composition

The Risk Management Committee shall be comprised of three (3) to five (5) individuals, each of whom ideally will possess expertise in areas such as legal, finance, safety, operations, and other relevant fields. The Committee shall specifically include the following individuals:

- The CEO of Judo Canada (or their designate)
- The Treasurer of the Judo Canada Board or another individual who is educated of the potential financial and legal risks of the organization

The CEO is the designated Risk Manager according to the Risk Management Policy and as such, shall serve as Chair of the Committee. A quorum for any meeting of the Committee shall be at least half of its members.

The Committee will be provided with administrative support by Judo Canada as required.

Specific Responsibilities

1. The Committee will be responsible for providing direction and advice on Risk Management processes for Judo Canada including:
 - Reviewing and approving these Terms of Reference
 - Reviewing and providing feedback on risk management materials, including the Risk Management Policy and other risk management tools
 - Communicating risk-related information and risk updates to the Board of Directors, other Committees, and Staff to ensure that risks are effectively managed
 - Maintaining the organization's primary risk registry via quarterly review or as new risks arise
 - Proactively identifying and assessing potential risks associated with the organization's activities
 - Reviewing internal and external factors that may impact the organization's risk profile
 - Monitoring the effectiveness of risk management processes
 - Reinforcing that risk management remains a high priority within Judo Canada, and promoting an organizational culture that embraces a risk management perspective

Commitment of Committee Member

- To work by consensus.
- To assume responsibility for specific tasks and delivering within the agreed timeframes outlined in any timelines.
- To voice/communicate concerns about any decisions, actions and/or the processes within the Committee and to speak with one voice once decisions have been made.
- To participate in regular meetings and/or Conference Calls as agreed upon by the Committee or called by the Chair.
- To respond to requests for input within 48 hrs to 4 days, depending upon the situation, and agree that where circumstances prevent your participation that you will support the consensus of the remainder of the Committee.

Report to: The Committee shall report to the Board of Directors.

Decision Making

The Committee shall be empowered to take the following decisions:

- Maintain and update the Judo Canada primary Risk Registry, with updates provided to the Board of Directors
- Refine the risk management materials as agreed upon by the Board of Directors
- Expend funds as approved by Board
- Add actions and adjust timelines within any prescribed work plans provided they do not substantively alter the original intent of these Terms of Reference

All decisions of the Committee shall be by consensus (all members can “live with” the decision). Decisions beyond those listed above and those where consensus cannot be reached must be submitted to the Board for review and decision.

Summary of Decisions

A record of decisions taken by the Committee will be circulated to the Board within 7 working days of the meeting/conference call. Where workloads do not permit this timeline to be met, a summary of actions will be circulated within 48 hours together with the anticipated time frame for circulation of the Summary of Decisions.