

RISK MANAGEMENT OFFICER INFORMATION SHEET

What is a Risk Management Officer?

A Risk Management Officer is a member of your executive team who serves as the point of contact for your organization on risk management issues. This officer will work with your advisor(s), the Department of Student Activities, and other leaders within your organization to identify risk issues for your organization and develop appropriate responses. Some of the job functions of this position may include:

- Raising awareness of risk issues
- Coordinating training and education on risk management
- Facilitating discussions on risk management
- Developing policies and procedures to address risk issues
- Producing and/or maintaining an operations manual
- Connecting leaders with risk management resources

Who should I select as my Risk Management Officer?

Your organization's Risk Management Officer may be a new officer position that you create or it may be a responsibility that you add to an existing officer position. Either way, it is important that this officer be an active participant in your regularly scheduled officer meetings—this communicates the importance of the position to the rest of the organization and empowers your Risk Management Officer to take action.

Your Risk Management Officer does NOT need to be a risk management “expert”. The Department of Student Activities will provide training and other forms of support once this officer is selected. So what are the qualifications for this position? The following are skills you may want your Risk Management Officer to possess:

- Basic familiarity with all areas, policies, and procedures of the organization
- Superior communication and conflict management skills
- Experience leading meetings or discussions
- Ability to lead change
- Motivation, creativity, and flexibility

What resources are available to my Risk Management Officer?

The Department of Student Activities will sponsor regular training and education programs for Risk Management Officers. Answers to many questions can also be obtained through the Risk Management website at <http://studentactivities.tamu.edu/risk>. Risk Management Officers will have the opportunity to work individually with Kim Novak, the Program Coordinator for Risk Management in the Department of Student Activities. For additional information on available risk management resources, contact Kim at (979) 845-0692 or kim@stuact.tamu.edu.

What is my role as Risk Management Officer?

If you are selected to be a Risk Management Officer, you are essentially the leader for the risk management effort within your organization. So what does that mean? Below are some of the roles and responsibilities that come with this new leadership position.

- You are an active member of your organization's leadership team, and your role here is to create an organizational focus on risk management. Suggested action items for this role include:

Send weekly e-mail updates to officers at all levels
Publicize resources available, especially training opportunities
Plan educational opportunities for your organization

APPENDIX 3

Recognize organizations or individuals who are leading the way
Speak out on issues at organizational meetings
Meet with your organization's president regularly to discuss issues

- You are the chair of your organization's risk management team, and your role here is to facilitate discussion within your organization on risk management issues. Suggested action items for this role include:

Set an agenda for your team and publicize it throughout the organization
Circulate initiatives and proposals to spark discussion
Distribute and post minutes of meetings
Oversee the development and maintenance of an organizational operations manual

- You are the point of contact for your organization on risk management issues, and your role here is to ensure that communication is happening on these issues at every level of the organization. Suggested action items for this role include:

Include advisors in your process, and brief them regularly
Act as a clearinghouse for resources and information
Look for ways to integrate risk management into organizational processes and procedures
Facilitate the sharing of information between parts of the organization

What is a Risk Management Team?

Your organization may find it useful to create an internal team to discuss risk management issues, chaired by your Risk Management Officer. Here is an overview of the functions such a group could serve:

- Identify and discuss organizational risk issues
- Develop an action plan to respond to identified risk issues
- Obtain resources to assist with identifying and responding to risk issues
- Educate all levels of the organization on your risk management plans
- Monitor and evaluate your organization's performance
- Document your progress and use this to train future generations of leadership
- Create and/or maintain the organization's operations manual