

APPENDIX 1

Arizona State University RMT
Updated July 2005

Division of Student Affairs Risk Management Team

Vision

The development of A Division of Student Affairs that operates in an environment of effective decision making through education and proactive management of risk.

Purpose

1. Develop, implement, and maintain proactive risk management strategies/initiatives at the Department level across all ASU campuses.
2. Provide a mechanism through which Department Risk Management Coordinators can gain a broader perspective about risk management issues and gain the expertise to address those issues in their respective departments.
3. Identify and address areas in the Division where education and training about risk management are needed.
4. Facilitate an annual review of Department risk management efforts

*Preferred Committee Membership Criteria

1. Interest in risk management
2. Experience in risk identification, reduction, and assessment related activities
3. Job position of sufficient level of authority to affect risk management decisions and to influence the enforcement of policies while facilitating full integration of proactive principles and strategies into Department operations
4. Current position is such that proactive risk management is critical component of individual staff development

** Some Directors may find that their departments are best served by designating more than one staff member to serve on this team. Factors to consider when determining the number of staff to assign should include the nature and number of services provided by a department, specialization of those services, and communication models followed within the department.*

Department Responsibilities

Department responsibilities for risk management include, but are not limited to, the following:

1. Designate a Risk Management Coordinator (s)
 - a. Oversee departmental compliance of risk management policies and procedures, i.e., chairs internal Risk Management Committee
 - b. Attend risk management training
 - c. Conduct internal risk management review
 - d. Train staff on Proactive Risk Management Model
2. Facilitate the development of a Risk Management Operations Manual for the Department
3. **Update Staff Job Descriptions**
 - a. **Designate risk management functions**
 - b. **Integrate safety and risk management responsibilities into annual evaluation process**
 - c. **Update percentages to adequately reflect responsibilities**
4. Develop Risk Management Initiatives
 - a. Budget requirements
 - b. Strategic plan update
 - c. Incorporate risk management into department assessment and reporting initiatives
5. Have a representative or representatives on the Student Affairs Risk Management Team

Based upon the structure of the Division Risk Management Coordination Committee at Texas A&M University