



Branch Executive Committee Risk Management Subcommittee Charter

Constitution	The Risk Management Subcommittee (Subcommittee) is a subcommittee of, and responsible to, the Branch Executive Committee (BEC) under Clause 34 & 35 of the Constitution.
Purpose	<p>The role of the Subcommittee is to ensure that, to the greatest extent possible, the operation of the Association's Risk Management program supports and enhances the Association's current objectives.</p> <p>More particularly, the Subcommittee is to ensure that the Association proactively reviews the Scouts' Risk Management program to ensure material risks are managed and processes verified.</p>
Functions	<p>The functions of the subcommittee are to assist the BEC identify, assess and manage risks and, in particular,</p> <ul style="list-style-type: none"> • assist the BEC develop a risk management policy and framework that considers an appropriate risk appetite and identifies the organisation's approach to risk as well as details roles and responsibilities. • oversee the development and maintenance of a risk management register covering all aspects of the Association's program including risk identification, likelihood and consequence ratings and mitigation actions. • provide advice on the use of risk management plans for properties, workplaces and activities.
Membership	<p>The membership of the Subcommittee shall be expertise-based and encompass the following areas of expertise:</p> <ul style="list-style-type: none"> • risk management. • operation of Not-for-Profit registered charities. • Scouting practice, including adventurous activities <p>Members shall be appointed by the BEC for a two-year term and shall be eligible for re-appointment. In accordance with Clause 34 of the Constitution, at least two members shall be members of the BEC.</p>



Chairperson	<p>The Chairman of the Subcommittee:</p> <ul style="list-style-type: none"> • shall be appointed by the BEC • is responsible for giving notice of meetings, developing meeting agendas and chairing all meetings of the Subcommittee. • shall provide a written report of significant findings and recommendations and decisions of the Subcommittee to the BEC following each Subcommittee meeting.
Meetings and Procedures	<p>The Subcommittee shall meet and regulate its meetings and proceedings as it may think, subject to the following provisions:</p> <ul style="list-style-type: none"> • the meeting quorum shall be a majority of members. • decisions shall be made by majority vote and, in the event of an equality of votes, the chairman shall have a casting vote. • non-members may be invited to attend meetings and contribute to discussions, but shall not have voting rights. • minutes shall be taken of all meetings and record those present and all resolutions adopted. • members shall be invited to disclose any conflicts of interest at the commencement of each Subcommittee meeting. <p>A representative of the Association's duly appointed insurance broker shall have a standing invitation to attend meetings of the subcommittee.</p>
Delegated Authority	<p>The Subcommittee shall have the authority to seek any information it requires necessary to achieve its functions, including the seeking of independent advice, but does not have authority to spend monies other than in accord with the BEC's Delegation Policy. The Subcommittee does not have the authority to make decisions on behalf of the BEC other than where a specific delegation of authority has been made.</p>
Reporting and Performance Assessment	<p>The Subcommittee shall provide regular reports to the BEC of its activities and decisions. The Subcommittee shall prepare an annual work program and undertake an annual performance evaluation of its achievements.</p>

