

## *Risk Manager*

The Club Risk Manager (CRM) became a mandatory club executive position in the 2004-2005 Kin year. The Club Risk Manager can be an individual executive position or it can be added to the duties of a current position such as Director.

The Club Risk Manager's skill set and job description can be found in the Step-by-Step Risk Management Guide, available on the Kin Canada website.

The Risk Manager typically has the following responsibilities unless the Club House Rules specifically states otherwise which include but are not limited to:

- Provide education to fellow club members on risk management and insurance issues as they pertain to club administration and activities
- In cooperation with the project committee, analyze club projects and procedures (past, present and contemplated) to determine any potential risk issues that have occurred or are likely to occur and determine recommendations for mitigation
- Advise club on viability of all club projects from a risk perspective, including potential legal issues, profitability, potential risks, insurability and recommendations for mitigating risks
- Recommend the appropriate method(s) of risk control and/or risk financing for all given club projects or activities
- Liaise with National Risk Management Coordinator (at HQ) in the case of any potential "grey areas" where legal or liability issues are unclear
- Liaise with stakeholders with respect to any insurance or legal requirements that may be necessary on any given projects or issues
- Ensure all required club documentation and submissions to each level of the association are filed correctly and on time (e.g., dues, membership reporting forms, insurance questionnaires, etc.)
- Ensure the club is in good standing with respect to provincial or territorial corporate status
- Act as or designate a sole point of contact with the public, media, etc., on any projects where an accident or incident may have occurred

- Act as sole point of contact with insurers and Kin HQ when advising of new projects, determining whether additional coverage required and submitting incident reports.