

National Association (NA)/ Chapter Model Role Profile: NA/Chapter Risk Manager

CISV educates and inspires action for a more just and peaceful world.

Summary of CISV Statement of Educational Purpose

This document is one of a series of model role profiles intended to help NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

Every NA (and every Chapter) must have an official who serves as Risk Manager. A national risk manager must be proficient in English. A chapter risk manager must have sufficient English skills to work with our policies and procedures and communicate with other RMS and, if not proficient, the Chapter must have someone with high level to English available to assist during the programme season.

Each NA / Chapter must decide whether it will form a RM committee or just have the Risk Manager call upon relevant professionals as required / on an *ad hoc* basis.

Role	NA/Chapter Risk Manager		
Purpose (how it helps CISV)	To promote appropriate and effective means of managing risks involved in CISV operations and programmes		
Responsibilities	Knowledge/ Skills required	Main resource docs	Comments
Be aware of relevant laws and rules relating to CISV (hosting or sending abroad). Especially : laws relating to Personnel management matters; Health, Safety & Security; Organizational risks (tax liability, legal registration, etc); Travel Regulations & Transportation matters (in / out- for own & visiting participants); Insurance; Age restrictions (Driving, drinking intoxicating liquor)sm.	Knowledge of CISV goals, structure and programmes and conflict resolution model. Appropriate professional skills / qualifications (Lawyer, an insurer,	National law	He/she must receive all board minutes. The board should be prepared to listen to the advice of the risk manager. The person needs to be able to
Talk to professional advisors as required			

Recommend effective Risk Management policies to the Board(Local, National or International, as appropriate) Evaluate risks and advise as needed Recommend updates or revision to policies and procedures where appropriate.	claim administrator, doctor, law enforcement), etc)	Risk Management in CISV – An Overview N-01	demonstrate objectivity so should have no other administrative duty within the NA / Chapter. It is further recommended that the President / Chair not be the Risk Manager
Make sure that all required insurance is in place			
Work with Programme Coordinators to plan programmes, evaluate site and activities to make sure that CISV International rules are followed (including health and legal forms) and help deal with any accidents /incidents)		Risk Management & Programme Guides	It is a requirement that Risk Manager attend appropriate Risk Management training and are duly certified.
Work with the persons responsible for selecting people with programme responsibility to make sure that CISV International rules on selection are followed		Risk Management (when published) & Programme Guides	Overview –N01
Review the contracts / letters / communications / agreements signed or used locally.			
Make sure that private data (e.g. personal references, police checks, event reports) is stored carefully and confidentially and destroyed as required by law		Risk Management & Programme Guides	Must have the facilities or access to facilities to store and destroy docs confidentially.
Make sure that any incidents or accident requiring reports are reported to the NA/Chapter and CISV International in the prescribed manner		Risk Management & Programme Guides	incident.report.form@cisv.org
Establish procedures for communication and handling of national/local risk management issues. Recommend updates or revision to procedures where necessary		Risk Management in CISV–An Overview N-01	
Advise NA / Chapter on press / media relations regarding risk management “incidents.” Follow up on any incident or issue as needed		Risk Management Guide, Crisis Communications	
Follow up as needed on any incidents or issues generated by the issues reports database concerning the NA/Chapter		Annual Issue Report sent to NAs by IO, usually in April	NAs have one month to send in any questions on the report
Communicate with the International Risk Manager and International Office as needed. Be an integral part of the RM network and engage with the web page that is dedicated to the risk management community			

RELATED DOCUMENTS

It will be helpful to view this document together with:

- CISV's Working Principles for Good Governance (Info File O-07)
- Child Protection Policy
- CISV Crisis Communications Guide
- N-02 CISV's Global Insurance Requirements
- N-03 CISV Travel-Medical Insurance Policy Information (for 2015)
- N-08 CISV International Insurance Company - Explanation of new Public Liability coverage (1005)
- N-08A CISV Combined Liability Policy (Feb 2015-Jan 2016)
- N-08B CISV International Excess Public Liability Policy
- N-09 Selection Procedure for Members of the Board of Directors of CISV International Insurance Co an
- National Association (NA)/ Chapter Model Role Profiles: NA/Chapter President (Info File U-03); NA Secretary (Info File U-09); NA/Chapter Training Coordinator (Info File U-10); NA/Chapter PR and Fundraising Coordinator (Info File U-11); NA/Chapter IT Coordinator (Info File U-12); NA/Chapter Treasurer (Info File U-13); NA/Chapter Risk Manager (Info File U-14); NA/Chapter Junior Branch Coordinator (Info File U-15); NA/Chapter Programme Coordinator (Info File U-20).