

# **GUIDE FOR RISK MANAGEMENT CHAIRMAN**

(from *Guide for Officers*, Theta Xi Fraternity)

## **Job Summary:**

**Oversees risk management education for the chapter. Ensures that educational programs are planned and organized prior to the academic term and as deemed necessary or required.**

**Advises the president of any violations or potential violations of the Risk Management Policy**

**(to include the Fraternity's and University's policies).**

**Develops educational programs each year to ensure that a variety of topics are introduced to the chapter.**

## **Job Responsibilities:**

- Plans quality educational programs on a regular basis and as deemed necessary or required. Makes timely announcements of program presentations to the chapter members, alumni members, and the chapter advisor.
- Ensures all policies of chapter, Fraternity and college/university are adhered to by planning quality programs, supervising and analyzing various chapter operations, and maintaining open communications with the president.
- Reports violations and/or potential violations to the president. Assists with investigations and claims as necessary.
- Implements an effective preventative system through the development of additional policies, as necessary, and establishing a vigorous risk management program.
- Recommends methods of eliminating risk by suggesting improvements in the chapter's facilities and organization. Provides feedback to the chapter members, alumni members, and/or the chapter advisor, as needed or requested.
- Seeks to host speakers on the topic of Risk Management each semester and require all chapter members to attend.
- Submits necessary budget requests to the treasurer prior to the beginning of each academic term. Assists in the administration of an effective budget control program.
- Performs other responsibilities assigned by the president.