



Risk Management Advisory Council

Charter
Rev 05/31/2011

CONTEXT

Oregon State agencies are committed to a strong partnership with Department of Administrative Services (DAS) Risk Management and more involvement in the determination of how their budget contributions are spent. DAS Risk Management desires a multi-faceted forum for garnering understanding, acceptance and support of DAS Risk Management strategies, policies and practices. The purpose of the Risk Management Advisory Council (Council) is outreach to all Oregon State agencies, to provide a forum for stakeholders to exchange information, generate ideas, and make recommendations to DAS Risk Management in accordance with the Advisory Council Operating Guidelines.

PURPOSE AND AUTHORITY

The Risk Management Advisory Council is formed by authority and approval of the DAS State Services Division Administrator. The purpose of the Council is outreach to all Oregon State agencies, and to provide a forum for stakeholders to exchange information, generate ideas, and make recommendations to DAS Risk Management in accordance with the Advisory Council Operating Guidelines.

ALIGNMENT AND GUIDELINES

The recommendations of the Risk Management Advisory Council must be in alignment with:

1. The statutory authority granted to the Department of Administrative Services and delegated to DAS Risk Management in the areas of providing property and tort liability insurance coverage, workers' compensation insurance coverage, claims management and risk management consultation;
2. Other applicable statutes; and
3. The DAS Risk Management strategic plan.

GOALS AND OBJECTIVES

The goals and objectives of the Risk Management Advisory Council are to:

1. Strengthen relationships between DAS Risk Management and its stakeholders.
2. Identify and support stakeholder's priorities and needs that DAS Risk Management should strive to meet.
3. Influence the development of DAS Risk Management's service models, including Enterprise Risk Management (ERM), to ensure its customers are well-served.
4. Provide organization perspectives to DAS Risk Management on its policy decisions that impact some or all stakeholders.
5. Provide a forum for stakeholders, to exchange information, generate ideas and make recommendations to DAS Risk Management in accordance with the Advisory Council Operating Guidelines.
6. Reduce the Direct Total Cost of Risk for the State.

COUNCIL COMPOSITION

The composition of the Council will be no less than seven and no more than fourteen members including one or more of the following:

1. Persons with responsibility for oversight of the Risk/Safety Management function, or
2. Persons with responsibility for budget development and implementation, or
3. Persons who perform Risk/Safety Management duties.

The minimum number of members required for the group to officially conduct business and/or to cast binding votes is a simple majority of active members, which is defined as a quorum for RMAC.

Council member terms will be two years. Council members may be considered for contiguous terms by the DAS State Services Division Administrator.

RESPONSIBILITIES OF THE COUNCIL

1. Consider the perspectives of all state agencies, boards and commissions.
2. Have delegated authority to represent their state agencies, boards or commissions.
3. Participate in Council discussions and provide the perspective of the organization they represent.
4. Engage in consensus decision-making.
5. Make recommendations that are considerate of global impacts.
6. Develop an Action Plan that addresses issues of strategic importance and utilizes the SMART principles:
 - a. Specific
 - b. Measurable
 - c. Achievable
 - d. Reliable
 - e. Timely
7. Determine resources needed to meet Action Plan objectives.
8. Adopt Operating Guidelines.

COUNCIL MEMBER REVIEW/APPROVAL

DATE

Kyle Knoll
Kyle Knoll, PERS

5/31/11

Marc Williams
Marc Williams, DOJ

8/9/2011

Nancy Cody
Nancy Cody, DCBS

5-31-11

Julie Davie
Julie Davie, ODOT

5-31-11

Joyce Fred
Joyce Fred, OUS/OSU

9-30-11

Lee Hullinger
Lee Hullinger, DHS OHA

09.12.2011

Vena McCoy
Vena McCoy, Dept. of State Lands

5/31/11

Sandy McDonnell
Sandy McDonnell, OR Housing & Community Services

5/31/11

Leonard Williamson
Leonard Williamson, DOJ

5/31/11