



Risk Management Advisory Council

Operating Guidelines
Rev 05/31/2011

MEMBERSHIP 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.

Council members will be selected by the State Services Division (SSD) Administrator based on diversity in representation of:

1. Type of agency
2. Mission
3. Business and services provided
4. Size
5. Types of exposure
6. Loss history
7. Geographic location

The Council Chairperson and Vice-Chairperson will be elected by Council members. Nominations will be:

1. Solicited by the State Risk Manager through the state's electronic mail system prior to the last Council meeting of the calendar year.
2. Provided to the State Risk Manager with the consent of the nominee.
3. Supported by a statement to the State Risk Manager from the nominee about why they wish to serve in the nominated role.
4. Announced and voted on as an agenda item at the last calendar meeting of the year in accordance with the Robert's Rule of Order.

The Council Chairperson and the Vice-Chairperson will serve one-year terms in these positions. The terms will begin with the first meeting of the year. The Vice-Chairperson will be the successor to the Council Chairperson. In the event of a mid-term chair or vice-chair vacancy, elections will be held as soon as possible following the vacancy in general accordance with the above nomination procedures.

Required attributes that will be considered during the nomination process are that the individual is:

1. Ethical
2. Strategic
3. Effective Communicators
4. Responsive
5. Inclusive
6. Respectful
7. Cost conscious

MEMBERSHIP TERM

Council member terms will be two years. Optimally for continuity purposes, terms should be staggered so that nearly half the members have at least one year of experience on the Council. Council members and represented agencies may be considered for contiguous terms by the State Services Division Administrator. When filling Council membership vacancies, the State Services Division Administrator will solicit nominees from agency heads. In some cases the process may consist of asking the agency for a new representative. In other situations the process may consist of a statewide solicitation from all agency heads for nominations.

COUNCIL MEMBER ORIENTATION

Orientation for new Council members will be provided by the State Risk Manager. New members will assume the outgoing member's assignments. Outgoing members are responsible for orienting their replacement to Council activities regarding their assigned Action Plan items.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Council meetings will be convened at least four times per year. Any Council member may request additional meetings by contacting the Chairperson or State Risk Manager. Council meetings will be open to the public unless a determination is made that the meeting should be closed. 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.

LEADERSHIP

The Chairperson will lead Council meetings. The agenda of each Council meeting will be developed with input from Council.

DAS Risk Management will serve as a resource and provide support for Council activities, including preparation and distribution of the final agenda and meeting materials before the meeting, maintaining and distributing meeting minutes, issue papers, action plans, position papers, records, reports and other Council documents.

COUNCIL MEMBER PARTICIPATION

1. Council Participation
 - a. Regularly attends and actively participates in Council meetings, or sends a delegate.
 - b. Fosters a positive working relationship with Council members and support staff.
 - c. Assists with succession planning.

2. Independent Judgment
 - a. Each member shares equally in the responsibility of the Council to act in the best interests of the State.
 - b. Each member is expected to exercise his or her independent and informed judgment on all risk management recommendations.

- c. Members may reasonably rely on information and reports received from regular sources (i.e., support staff and service providers) that the member reasonably regards as trustworthy, reliable and competent.
- d. Members should seek and obtain additional information as needed regarding all matters for review and recommendation.

3. Additional Responsibilities

Members may volunteer or be asked to participate in relevant teams, committees or initiatives.

COUNCIL CHAIRPERSON AND VICE-CHAIRPERSON PARTICIPATION

1. Council Membership

The Chairperson and Vice-Chairperson must be actively participating Council members.

2. Leadership

- a. The Chairperson leads meetings of the Council.
- b. The Vice-Chairperson leads meetings of the Council in the absence of the Chairperson.
- c. The other leadership roles of the Chairperson and Vice-Chairperson are to:
 - i. Support and encourage the Council's role.
 - ii. Focus the Council's attention on governance.
 - iii. Assist the State Risk Manager in the development of the Council's meeting agenda.
 - iv. Review meeting recaps.
 - v. Track Council action items.
 - vi. Troubleshoot issues that occasionally arise.

ISSUE SUBMISSION

Council members, agencies and other stakeholders may submit issues. These issues may be submitted in the form of an issue paper that addresses background, assessment and recommendation of issues to be addressed by the Advisory Council. An issue may also be submitted for review when substantial losses occur as a result of agency policies, litigation, defense practices, or other management practices.

DAS Risk Management is responsible for distributing and maintaining issue papers, action plans and position papers.

ACTIONS

The Council is responsible for determining an Action Plan that represents the list of issues it chooses to address. The Council may utilize speakers, technical experts, working groups and sub-committees to inform, collect information and draft recommendations in the form of a position paper. The Council is responsible for forwarding recommendations for action to DAS Risk Management when consensus has been reached on an issue being reviewed. Risk Management is responsible for carrying forward all position papers to DAS executive management for consideration. The State Risk Manager is responsible for communicating back to the Council the decisions of DAS executive management in regard to the recommendations the Council submits.

COUNCIL MEMBER REVIEW/APPROVAL

DATE

Kyle J. Knoll
Kyle Knoll, PERS

5/31/11

Marc Williams
Marc Williams, DOJ

5/31/11

Nancy Cody
Nancy Cody, DCBS

5/31/11

Julie Davie
Julie Davie, ODOT

5-31-11

Joyce Fred
Joyce Fred, OUS/OSU

9-20-11

Lee Hullinger
Lee Hullinger, DHS OHA

08.12.2011

Vena McCoy
Vena McCoy, Dept. of State Lands

5/31/2011

Sandy McDonnell
Sandy McDonnell, OR Housing & Community Services

5/31/11

Leonard Williamson
Leonard Williamson, DOJ

5/31/11