

# Ralph Thornton Community Centre

## **RISK MANAGEMENT POLICY**

The Ralph Thornton Community Centre is committed to managing risks to the organization, to its services to the community and to its members. We take the safety, well-being and satisfaction of all involved in the RTCC seriously. While we are not averse to taking organizational risks and pursuing beneficial opportunities, we will do so thoughtfully and in an informed manner.

### **Policy Objective**

Risk in this policy describes the uncertainty surrounding events and their outcomes that may have a significant impact, either enhancing or inhibiting, on any aspect of the Centre's operations.

The objective of this policy is to provide guidance on managing organisational risk to support the achievement of strategic objectives, protect all manner of assets and ensure operational and financial sustainability. The policy objective is to provide a framework to:

- Define risk governance
- Identify principal risks
- Assess priority risks
- Develop mitigating strategies and actions
- Monitor and review risk activities
- Communicate and report risks

### **Scope and Authority**

The **Business Manager** is appointed as Risk Manager for the Centre, responsible for the implementation, maintenance and communication of this policy. This policy applies to all activities undertaken by RTCC.

### **Policy**

All activities and events undertaken by RTCC will be analyzed from a risk management perspective.

Systematic and explicit steps will be taken to identify, measure and control both predictable and unforeseen risk facing RTCC

RTCC acknowledges that risk management is a broad activity and a shared responsibility. All board members, staff and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks

## **The Risk Management Process**

Managing risks involves three steps: 1) identify potential risks using an informed, environmental scan approach, 2) assessing the significance of a risk by considering its possibility and consequences, both positive and negative, and 3) developing and implementing measures to address those risks deemed significant.

Risks arrive in a variety of forms and can be categorized roughly within the following 6 categories:

- Financial
- Operational
- Legal and Regulatory
- Political and Environmental
- Strategic
- People

All risks can be addressed by one or more of the following four general strategies:

-*Retain* the risk – no action is taken because the possibility and/or the consequences are low.

-*Reduce* the risk – steps are taken to reduce the possibility of the risk or increase the possibility of the benefits, through efforts such as improved planning, policies, delivery, supervision, monitoring or education

-*Transfer* the risk – accept the level of risk/benefit but transfer some or all of it to others through the use of partnerships, insurance etc.

-*Avoid* the risk – eliminate the risk by avoiding the activity giving rise to the risk, in other words, simply decide NOT to do something, or to eliminate some activity or initiative

## **Reviews**

**The Executive Director, in consultation with the Board President,** is responsible for developing and implementing a Risk Management Log. The staff member responsible for each program or major activity is required to complete this log to identify the risks and opportunities inherent in their role. They will be initially responsible for developing strategies for dealing with risk and/or suggesting strategies to deal with risk which are outside of their scope of authority.

The Executive of the Board will review this log on a monthly basis in consultation with the management of the Centre.

Policy to be reviewed: every 3 years