

CAVAL Risk Management Group

TERMS OF REFERENCE

1. Definition

The CAVAL Risk Management Group comprises representatives from CAVAL member institutions, and may include additional co-opted members. In the context of CAVAL's commitment to the cooperative sharing of institution resources by post-secondary educational institutions, the CAVAL Risk Management Group will publicise, provide training and gather information on the need to plan ahead in reducing risks and to better cope with a disaster within member institutions. Risk management will include assessment of potential risks, preservation and disaster response planning including information technology issues.

2. Status

2.1 The CAVAL Risk Management Group is an expert group within the committee structure of CAVAL.

2.2 CAVAL Risk Management Group will be supported by a CAVAL manager, and report to the CEO of CAVAL. Matters of relevance to the CAVAL Board will be referred to the Board by the CEO.

3. Organisational structure

3.1 Group membership

CAVAL institutions are entitled and encouraged to nominate a member from each institution who will be the voting member. The group may coopt other members.

The Chairperson shall be elected by and from the voting members of the Group.

The Chairperson shall hold office for a period of two years, with an election held at the beginning of each odd year.

The Chairperson shall manage the meetings, and oversee the work of the group.

A member may nominate a substitute person from their institution to attend a meeting in their stead.

A CAVAL manager will ensure that the minutes of each meeting are taken and that there is effective communication as to the Committee's activities.

3.2 Working parties

When a need exists working parties shall be set up to undertake specific tasks. Members may be drawn either from the Group or coopted from outside the Group.

4. Mission, Goals and Objectives

4.1 Mission

The mission of the CAVAL Risk Management Group is to foster sound risk management in CAVAL academic and member institutions.

4.2 Goals

4.2.1 To raise the awareness of benefits to academic and member institutions of risk minimization and disaster preparedness, including sound conservation practices.

4.2.2 To develop and deliver continuing education programs of relevance.

4.2.3 To advise and encourage all CAVAL member institutions to formulate and maintain risk management & disaster response plans and conduct relevant training.

4.2.4 To encourage cooperation amongst institutions in risk management and disaster response.

4.2.5 To monitor and publicise developments in risk management and disaster response. The CAVAL Risk Management Group will work in conjunction with other relevant bodies where appropriate to achieve these goals.

4.3 Objectives.

4.3.1 Hold meetings, seminars and workshops and develop courses and disaster response plans.

4.3.2 Produce relevant publications.

4.3.3 Monitor and develop ancillary risk and disaster management products and services.

4.3.4 Exploit electronic communications to focus on risks to institutions and disaster management.

4.3.5 Coordinate the development of agreements between academic institutions for disaster recovery.

4.3.6 Promote CAVAL as a centre for excellence in training for Risk Management including disaster response and recovery courses.

4.3.7 Advise and support all CAVAL member institutions with the formulation and maintenance of their risk and disaster management plans, and assist them to conduct relevant training.

4.3.8 Encourage and support the teaching and awareness of risk management as part of relevant courses.

5. Mechanism

5.1 The CAVAL Risk Management Group will hold business meetings each year as required and will be supported by a CAVAL manager, and report to the CEO of CAVAL. Matters of relevance to the CAVAL Board will be referred to the Board by the CEO.

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