

**TERMS OF REFERENCE
COMMITTEE for UNIVERSITY RISK ASSESSMENT**

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1. AUTHORITY

The University of the Fraser Valley's (UFV) Committee for University Risk Assessment (CURA) operates under the authority of the UFV President and Vice-Chancellor. Under this authority the Chief Financial Officer and Vice President Administration (CFO) Chairs the Committee and is responsible for the fulfilment of its purpose.

2. PURPOSE

As a strategic advisory committee, CURA is responsible for assisting the members of the President's Advisory Council (PAC) in its oversight of risk management. The overall objective of CURA is to advance and promote an enterprise risk management framework, providing guidance and recommendations in matters of risk management that impact UFV's strategies and objectives.

3. DEFINITIONS

Risk management is the process of systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analyzing, evaluating, treating, monitoring and reviewing risk. (ISO 31000 standard)

Enterprise risk management ("ERM") framework means a set of risk management policies, processes, procedures and practices applied across the institution to identify, measure, assess, respond to, monitor, and report on risks that affect the achievement of the University's strategic plan or institutional goals.

4. MEMBERSHIP

CURA membership is comprised of a cross section of individuals representing University stakeholder areas.

4.1 The CFO & VP Administration is the Committee Chair, and only votes to break a tie.

4.2 Other members are as identified in Appendix A and are appointed by the Chair. All are voting.

- 4.3 Such additional members as the Committee may require for their special expertise or in exceptional circumstances. Additional members may be voting or non-voting, as recommended by the Committee, and are appointed by the Chair.

5. TERMS AND APPOINTMENTS

- 5.1 Committee members are appointed as outlined in Section 4.0 Membership.
- 5.2 Members serve a two-year term (August 1 to July 31) which can be renewed at the discretion of the Provost or appointing office and the Chair.
- 5.3 To ensure committee continuity, appointments and replacements should be staggered on an annual basis.
- 5.4 If a member is unable to attend a delegate with suitable knowledge and authority should be appointed.

6. MEETINGS

- 6.1 Regular meetings shall be arranged and convened by the Chair. The Chair shall arrange the meeting schedule and provide advance notice to the members.
- 6.2 The agenda shall be set by the Chair and distributed in advance of the meetings.
- 6.3 The committee is obligated to meet at least twice per year, but is expected to meet on a regular quarterly basis.
- 6.4 Emergency meetings can be convened as required by the Chair.
- 6.5 When necessary, special non-voting, ad hoc guests of the Committee may be invited to meetings to provide needed expertise on particular issues of concern to the Committee.
- 6.6 Administrative assistance shall be provided by the Office of the Chief Financial Officer and Vice President, Administration or the Office of Risk & Safety. This assistance shall include; issuing a call for agenda items; contacting members to ensure sufficient members can attend; organizing a suitable meeting facility; distributing of the agenda; taking minutes of the meeting; preparing and distributing minutes of the meeting prior to the next meeting and tracking action plans.
- 6.7 A quorum shall consist of 50% plus one of the voting members.

7. RESPONSIBILITIES

The Committee:

- 7.1 Is advisory to the President reporting through the CFO/VP Administration

- 7.2 Is responsible for monitoring and ensuring that UFV's risk management policies, programs, frameworks and guidelines are effective and appropriate
- 7.3 Provides comment and makes recommendations, as necessary, on the content of training, educational programs and drills.
- 7.4 May recommend specific expertise and/or oversight to projects or initiatives.
- 7.5 Conducts regular reviews of the Terms of Reference.

Committee Members:

- 7.6 Are responsible to have a general knowledge and understanding of the risks of the university, and to represent their respective areas in the implementation of strategic risk management.
- 7.7 Are responsible for actioning those items assigned to their area.
- 7.8 Update their respective areas, as necessary on the subject matter of the meetings.

2021-22 MEMBERSHIP

1	Chief Financial Officer & VP Administration (Chair)	Jackie Hogan
2	Provost & VP Academic - delegate	Tracy Ryder-Glass
3	Associate VP, Human Resources – delegate	Shawn Johnston/TBC
4	Associate VP, Planning & Resource Allocation	Betty Poettcker
4	Dean, Chilliwack campus	Peter Geller
6	Dean, Abbotsford campus	Lucy Lee
7	Chief Information Officer	Katie Tuck
8	Information Security Architect	Crawford Millen
9	Legal Counsel	M. Murphy/Stephen Gaspar
10	University Registrar	David Johnston
11	University Secretary	Al Wiseman
12	Executive Director, UFV International	Dave McGuire
13	Director, Risk & Safety	J. Toering/Kasey Alger
14	Director, Campus Planning & Facilities Management	Mark Goudsblom
15	Director, Communications	Dave Pinton
16	Director, Marketing	Laura Authier
17	Executive Director, Student Affairs	Kyle Baillie
18	Director, Financial Services	Nicole Adams
19	Director, Supply Chain	Jason Cherkas

Executive – PAC	
President and Vice-Chancellor	Joanne MacLean
CFO & VP Administration	Jackie Hogan
Provost & VP Academic	James Mandigo
VP Students	Alisa Webb
VP External	Craig Toews