

COMMITTEE TERMS OF REFERENCE

Section	Committee	Page
Governance Process	Risk Committee (CC09.02)	1
		Create Date November 25, 2021

Authority and Accountability	The Risk Committee is a non-statutory committee of the Council of the College of Naturopaths of Ontario and is established pursuant to section 12.02 of the by-laws and GP06 - Committee Principles of the Council governing policies. The Committee is accountable directly to the Council of the College.
Limitations	The Risk Committee shall only exercise the authority and fulfill the duties and responsibilities authorized in the by-laws and by these Terms of Reference.
Responsibilities	<p>Working closely with the Chief Risk Officer (CRO) and senior management team, the Risk Committee shall:</p> <ul style="list-style-type: none"> • On behalf of the Council, provide organizational oversight to ensure that a risk management process is in place at all levels of the organization and that risk management policies and processes are being adhered to; • Identify and quantify risks in the organization that may not be addressed in the risk management processes and make recommendations to the Council and CRO that they be addressed; • Define and make recommendations to the Council defining the College's risk appetite and tolerance; • Receive the Integrated Risk Report and Enterprise Risk Map on behalf of the Council and advise the Council on their review and acceptance; • Receive and review such other reports from the CRO that might enable the Committee to offer advice and guidance to the Council and the Senior Management Team on risk-related matters; and • Review the following to ensure that they are transparent, objective, impartial, fair and free of discrimination and bias and to make any recommendations to the Council for amendments: <ul style="list-style-type: none"> ○ Annually, all program policies and related procedures; and ○ Bi-annually, all relevant regulations made under the <i>Naturopathy Act, 2007</i>.
Appointment and composition	<p>The Risk Committee shall be appointed by the Council and shall be comprised of no fewer than two but as many individuals as the Council may deem appropriate, such that the Committee members include:</p> <ul style="list-style-type: none"> • One or more Council members. • Any number of Registrants who are not Council members. • Any number of Public Representatives as defined in the by-laws. <p>A Committee Chair, and where deemed necessary by the Council a Committee Vice Chair, shall also be appointed by the Council.</p>
Term of Office	The Risk Committee members shall be appointed for approximately one year and may be re-appointed annually by the Council, at its sole discretion,

DATE APPROVED	DATE OF UPDATE	RESPONSIBLE
January 26, 2022	July 27, 2022	Council

COMMITTEE TERMS OF REFERENCE

Section	Committee	Page
Governance Process	Risk Committee (CC09.02)	2
		Create Date November 25, 2021

	such that no committee member may serve more than nine consecutive years.
Meetings	<p>The Risk Committee shall meet on a date and at a time set by the Committee Chair at least ten days in advance of the meeting date unless a majority of Committee members agree to a shorter period.</p> <p>In the event that the Committee Chair is unable to preside at a duly called meeting, the Chair may designate an acting Chair from among the Committee members, or where the Chair has not done so, an acting Chair for the meeting shall be selected by and from among the Committee members present.</p>
Quorum	<p>Pursuant to section 12.06 of the by-laws, quorum for meetings of the Risk Committee shall be two members of the Committee.</p> <p>In cases of urgency as determined by the Chair, the Public member/Public Representative requirement for the purposes of quorum may be waived.</p>
Reports	<p>The Committee Chair, on behalf of the Committee, shall provide to the Council an Annual Report on the performance of its responsibilities and outcomes of its activities for the period of April 1st of the previous year to March 31st of the current year, subject to any requirements of the <i>Regulated Health Professions Act, 1991</i>. The Annual Report shall be submitted to the Chief Executive Officer no later than June 1st annually for delivery to the Council.</p> <p>The Committee Chair shall also submit a bi-monthly report to the Council addressing matters of importance to the Committee, including but not necessarily limited to volunteer resources, attendance issues, trends in activities before the committee and volume of work.</p>

DATE APPROVED	DATE OF UPDATE	RESPONSIBLE
January 26, 2022	July 27, 2022	Council