

**Kin Canada  
National Risk Management Committee (NRMC)  
Application Form**

The National Risk Management Committee (NRMC) works on monitoring the insurance and risk management industries to establish any changes coming into effect that would necessitate changes in the Association's Risk Management Policy. It is responsible for the research into and education of Risk Management issues related to the Association according to priorities established by the Risk Management Coordinator and Executive Director at National Headquarters.

Under policy governance, the NRMC is now an operational committee reporting to the Executive Director through the staff ex-officio member of the committee, the Risk Management Coordinator.

*Applicant's Name:*

*Address:*

*Club:*

*City:*

*Prov:*

*Postal Code:*

*District:*

*Phone Number (h)  
(w)*

*Zone:*

*Fax Number (h)  
(w)*

*E-mail Address: (h)*

*E-mail Address: (w)*

The skill sets sought in those members applying for this committee include:

- a) An interest and/or experience in the insurance and/or risk management industry;*
- b) Strong communication and presentation skills;*
- c) Organization, promotion, team work and goal-oriented;*
- d) Leadership and training skills.*

Please comment on your background and experience as they relate to these qualifications.

a)

b)

c)

d)

Please outline:

- a) *What attracted you to this position;***
- b) *Why you are seeking membership on this committee;***
- c) *What you hope to bring to this committee.***

a)

b)

c)

The commitment and active participation includes:

- a) *Availability for conference call meetings;***
- b) *Ability to complete task(s) as assigned .***

Please comment on your ability to meet these commitment and participation requirements.

a)

b)

*Please outline your Kin experience:*

- *Number of years as a member:*
- *Club positions held:*
- *Other positions held:*
- *Awards received:*

Please outline the *relevant Kin experience* you have had that would *be of benefit to this committee*.

Please outline the *relevant non-Kin experience* you have had that would *be of benefit to this committee*.

***Additional Comments:*** Please include any additional comments you wish to have forwarded to the Committee Interview Team.

**PLEASE NOTE:** The process for the selection of volunteer members to this committee is as follows:

1. The application form may be completed electronically, by typewriter or in hand-written format. If the application is completed by hand, please do not write longhand - print only - and use only a black pen.
2. A short list of candidates will be selected by the National Risk Management Coordinator with the help of the Committee and the National Executive Director (or his/her designate).
3. The National Risk Management Coordinator will interview the short list of candidates. The interview process may include phone or email components.
4. Once the National Risk Management Coordinator had made a decision, all candidates will receive a letter from National thanking them for their interest.
5. The Risk Management Coordinator will personally contact the short-listed candidates immediately following and will confirm the successful candidates in writing.

For more information on the NRMC, please contact the Risk Management Coordinator Mélanie Nieson at 1-800-742-5546, ext. 208 or by fax or e-mail (address below).

To forward your application, please send it:

By Mail to:

Kin Canada  
PO Box KIN,  
Cambridge, ON N3H 5C6

By Fax to:

Attention Mélanie Nieson, Risk Management Coordinator  
(519) 650-1091

By Email to:

[mnieson@kincanada.ca](mailto:mnieson@kincanada.ca)



## National Risk Management Committee Role and Mandate



### **Role:**

- Responsible for the research and education of Risk Management issues related to the Association according to priorities established by the National Risk Management Coordinator and Executive Director.
- Participate in meetings via teleconferences and e-mails as needed. One face-to-face meeting will be held each year; expenses are paid as per the National budget.

### **Role of Staff:**

- Staff member decides what work he or she will carry out themselves and on what he or she will require committee assistance. He or she must manage committee resources to ensure their effective use, and that the assigned work is completed.
- Staff member is ultimately responsible and accountable for the results that fall within their department. Again, since staff manages committees, it is staff, not committee members, who are responsible for reporting on the progress or lack thereof on priorities, including those that may have been assigned to a committee.

### **Terms of Office:**

Over the last few years, the committee has seen some changes regarding terms of office.

As of the 2008-09 Kin year, the committee members will hold a term of office not exceeding three years.

Reasoning: During a member's first year the member is learning about the risk management process, learning about how insurance works and what our policy covers and doesn't cover.

During the member's second year the member is able to offer many ideas, suggestions, and offer their expertise.

During the member's third year the member is able to reflect on what has been done over the last couple of years to see what worked and what didn't. The member is now ready to pass on his or her torch and his or her experience to a new member with fresh ideas and suggestions.

During the individual's term of office, if the member is not able to properly fulfill their obligation to the committee (e.g. when personal circumstances change), or the member is being particularly ineffective or disruptive to the team, such individual may be respectfully asked by the Risk Management Coordinator or the Executive Director to

step down from the committee. If you are not able to commit to a three year term there is some flexibility.

The committee also offers task related terms. This gives members interested in Risk Management the opportunity to volunteer for the committee on a task basis without the [or "before making a decision on a"] longer term commitment.

### **Structure:**

Within the main committee structure, there may also be "layers." The basic premise is that a core committee works to tie together the overall work within its area in a more or less overview capacity. Working groups or sub-committees may be formed to deal with specialized components as they emerge. These generally include at least one member of the core committee for continuity and have distinct life spans tied to their tasks.

The Risk Management Committee is chaired by the Risk Management Coordinator.

**What is a committee team leader:** The role of a team leader is very similar to the role of a committee chair that most members are accustomed to. The difference between the two is that the team leader does not make final decisions. Once the direction has been set by the staff member on the overall needs and how to accomplish them, the committee team leader will help ensure that the work gets done and that deadlines are met.

### **Goals & Objectives 2011-12**

#### **Long-term/Ongoing/2011-12**

- Act as a resource to the National Risk Management Coordinator and the Executive Director on an as-needed basis and based on the short-term goals and objectives established at the start of each year.
- Minimize risks to lower overall insurance costs to the Association by helping to develop, and educate clubs in the use of, sound risk management practices.
- Review and/or update and create training/educational materials annually, including providing informative RM related articles for National publications (e.g. KIN Magazine, Kin-nections).
- Help with the monitoring of ongoing and new claims in support of the National Risk Management department.
- Help National staff member in knowing the needs and concerns of the club members.

#### **Short-term / 2011-2012**

- Will be determined after the face-to-face meeting.