

2019 GRCC Team Charter

Team Name: Risk Management Oversight Team

Team Leader: Laurie Chesley
Lisa Freiburger

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)
 - a. Risk Management team provides risk management oversight for the institution.
2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)
 - a. This team will make recommendations to the President or Cabinet, as appropriate.
3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? i.e. what will they do?*)
 - a. Provide forums to ensure cohesion and collaboration of risk management activities across the College.
 - b. Assess new risks and assign, as appropriate, oversight responsibility to a standing subcommittee or newly created team.
 - c. Review the plans and charges of the standing subcommittees.
 - d. Support the work of the standing subcommittees by providing guidance and direction, as appropriate.
4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)
 - a. Risk Management Sub-teams: Guidance, direction, and support for their work.
 - b. BOT, all faculty, staff, and students: Assurance that the institution is working to manage risk.

5. Resources Needed (*both people and budget*)
 - a. No additional resources needed at this time

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)
 - a. Conversations with the President or Cabinet, as appropriate, for unresolved issues and roadblocks.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)
 - a. Heads of all risk management sub-teams serve on the oversight team.

8. Review Progress (*How and when will the work of this team be reviewed?*)
 - a. Annual update presented to Cabinet

9. Team Leader, Current Members, and Membership Specifications
Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members? Please also list the current members on the Team by name
 - a. Team membership is permanent and based on sub-committee leads
 - b. Subcommittees and Chairs
 - i. Student Behavioral Intervention Team
 - ii. Employee Behavioral Intervention Team
 - iii. Health & Safety Team
 - iv. Institutional Research Board
 - v. Disaster Recovery Team
 - vi. Emergency Preparedness/Incident Response Team
 - vii. Off-Campus Student Experiences Team
 - viii. Accessibility Team
 - c. The team will be co-chaired by the Provost and the VP for Finance & Administration

10. List the major team accomplishments over the past year. (*What are your outcomes?*)
 - a. Shared work of sub-teams, with each team identifying top goals for 2018-2019.
 - b. Supported team work by providing feedback, with a specific focus this year around the work of the emergency planning and preparedness team. Discussion topics include a full debrief of the table top exercise, exploration of door security systems, installation of bollards on the Commons, and installation of fall protection on the top of Bostwick Ramp.

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2018/19?*)
 - a. Continue to build shared awareness and understanding of risk management work across the institution.

- b.* Review work of sub-teams and monitor progress towards accomplishment of identified goals.
- c.* Provide support to sub-teams as necessary
- d.* Provide annual update to Cabinet – Winter 2019.

12. Please describe any current challenges the team is facing.

- a.* No current challenges at this time.