



**THE
CAMOGIE
ASSOCIATION**
An Cumann Camógaíochta

**Risk Committee
Terms of Reference**

Approved by Ard Chomhairle on 08/07/2020

1. Overview

The purpose of the Risk Committee is to provide centralised oversight and policy setting of risk management activities and to advise Ard Chomhairle regarding important risks and related risk management activities.

2. Membership

1. The Risk Committee is a committee of Ard Chomhairle
2. The Terms of Reference of the Risk Committee must be approved and ratified by Ard Chomhairle
3. The Committee shall comprise of no fewer than five members. Only members of the committee have the right to attend committee meetings. The Finance Manager will attend on an ex-officio basis. The Ard Stiurthóir, other members of management and external advisers may be invited to attend for all or part of any meeting on an ex-officio basis, as and when appropriate and necessary. Ex-officio attendees will not have any voting rights.
4. Nominations to the Risk Committee will be made by the Uachtarán and must be ratified by Ard Chomhairle. However in putting forward candidates for ratification by Ard Chomhairle, the Uachtarán must ensure that no nominee will have sat for more than 6 consecutive years on the same committee. The Uachtarán will appoint the Chair of the Risk Committee who must be a member of Ard Chomhairle. No more than three external members¹ may sit on the Risk Committee. External committee members will be appointed for their specialist expertise.
5. Appointments to the Committee shall be for a period of three years and will take place on a three yearly cycle to coincide with incoming Uachtarán taking office. In making appointments to the committee, Ard Chomhairle must ensure there is adequate continuity

¹ An external member must not be a sitting officer of a County Board, National Education Council or Provincial Council at present and have not been a member of Ard Chomhairle over the past three years.

from one three year cycle to another. Ideally, at least 50% of the Risk Committee members should continue from one Uachtarán's three year cycle to the next, to assist continuity and in retaining Association memory.

6. In the event that a committee member resigns or is unavailable due to sickness/other commitments to continue as a member of the committee before the end of his\her term, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. Any member co-opted by the Uachtarán must be ratified by Ard Chomhairle.

7. In the event that a committee member over their term is deemed by the Chair of the Committee to be unable to commit to the responsibilities of the Committee, the Uachtarán in this case has the authority to remove a member from the Committee and to co-opt a replacement(s) for the remainder of the Uachtarán's term. In such circumstances the co-opted member must be ratified by Ard Chomhairle.

3. Secretary

1. The Secretary shall be appointed by the committee². The Secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration of all matters on the agenda.

4. Quorum

1. The quorum necessary for the transaction of business shall be 50% of the committees membership.

5. Meetings

1. The committee shall meet at least four times a year and otherwise as required.

6. Notice of meetings

1. Meetings of the committee shall be called by the Secretary of the committee on the request of the committee chair.
2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than seven working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time. The Chair can waive the notice period, providing a majority of the committee agree.

7. Minutes of meetings

² The Secretary can be a staff member. Typically, the Finance Manager will serve the Risk Management Committee

1. The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance. Draft minutes of committee meetings shall be circulated promptly to all members of the Risk Committee. Once approved, minutes should be made available in physical form or through a link to a digital repository to all other members of the Ard Chomhairle.

8. Annual Congress

1. The committee Chair should report to the Annual Congress on his/her stewardship of the Risk Committee for the previous twelve months and to answer any member's questions on the committee's activities. This will include an assessment of the Association's risk exposures, its policies and procedures used to mitigate significant risks.

9. Duties

The committee shall:

1. Advise the Ard Chomhairle on the Camogie Association's overall approach to risk, the level of risk it is willing to tolerate to achieve its objectives, taking into account the current and prospective macroeconomic environment and information from other authoritative sources that may be relevant for the Camogie Association's risk exposure.
2. Review and approve risk policies as developed and presented by the Ard Stiurthóir.
3. Oversee and advise the Ard Chomhairle on the current and potential risks that threaten the achievement of Association's strategic objectives and ongoing operations. Ensure that such risks are recorded in the Risk Register, are reviewed, monitored and reported on a quarterly basis, together with the mitigating strategies for addressing them.
4. In relation to risk assessment and subject to overlap with the Audit committee the Risk Committee shall:
 - a. Keep under review the Camogie Association's overall risk assessment processes used to inform the Ard Chomhairle's decision making, ensuring both qualitative and quantitative metrics are used
 - b. Review regularly and approve the parameters used in these measures and the methodology adopted; and
 - c. Set a standard for the accurate and timely monitoring of material risk exposures and certain risk types of critical importance.
5. Review the Camogie Association's capability to identify and manage new risk types in conjunction with the Audit Committee, other Ard Chomhairle Committees and the Ard Stiurthóir.
6. Before a decision to proceed is taken by Ard Chomhairle on significant material/strategic transactions, ensure that a due diligence appraisal of the proposition is undertaken by the Ard Stiurthóir, focusing in particular on risk aspects and implications for the level of risk the Camogie Association is willing to tolerate, and taking independent external advice where appropriate and available.

7. Review reports on any material breaches of risk limits and the adequacy of proposed action as presented by the Ard Stiurthóir.
8. Keep under review the effectiveness of the Camogie Association's internal financial controls, internal controls and risk management systems and review and approve the statements to be included in the Annual Report to Congress concerning internal controls and risk management.
9. Review the adequacy and security of the Camogie Association's arrangements for its staff and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The committee shall ensure that these arrangements allow proportionate and independent investigation of such matters and appropriate follow up action.
10. Review the adequacy and security of the Camogie Association's arrangements for its volunteers to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The committee shall ensure that these arrangements allow proportionate and independent investigation of such matters as per the Code of Practice.
11. Review the Camogie Association's procedures for detecting fraud.
12. Review the Camogie Association's procedures for implementing and monitoring GDPR.
13. Review the Camogie Association's procedures for the prevention of bribery.
14. Consider and approve the remit of the risk management function and ensure it has adequate resources and appropriate access to information to enable it to perform its function effectively and in accordance with the relevant professional standards. The committee shall also ensure the function has adequate independence and is free from management and other restrictions.
15. Recommend to Ard Chomhairle on the advice of Ard Stiurthóir, the appointment and/or removal of the staff member responsible for managing risk.
16. Ensure that the ownership of risk is cascaded down to each manager for their own function/area, that the risks they are responsible for managing are clear and that there are recognised reporting and escalation processes to the Ard Stiurthóir and the Risk Committee
17. Receive and review promptly reports from Ard Stiurthóir to include:
 - a. Changes in key risks that the Association is exposed to based on the risk register
 - b. Potential new/emerging risks
18. Review and monitor management's responsiveness to the findings and recommendations by the Ard Stiurthóir.
19. Ensure the Ard Stiurthóir is given the right of direct access to the Uachtarán in relation to risk.
20. Ensure that volunteers who have responsibility for risk are provided with the appropriate training.

21. Work and liaise as necessary with all other Ard Chomhairle committees.
22. Ensure that there is a Risk Management culture within the Association and that it is part of the Association's day to day decision making processes, through ongoing communication on risk policy and related controls supported by appropriate staff training on all aspects of risk.
23. Ensure that an external review of the Association's Risk Management is conducted every two years to ensure that it is fit for purpose and in line with best practice.
24. Ensure that risk awareness is part of the annual planning and budgeting process in conjunction with the Resource Management Committee.

10. Reporting responsibilities

1. The committee chair shall report in writing to Ard Chomhairle quarterly on its proceedings after each meeting on all matters within its duties and responsibilities including changes in the current and emerging risks faced by the Association.
2. The committee shall make whatever recommendations to Ard Chomhairle it deems appropriate on any area within its remit where action or improvement is needed

11. Other matters

The committee shall:

1. Have access to sufficient resources in order to carry out its duties, including access to the Association's staff for assistance as required
2. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members
3. Review its terms of reference annually and make recommendations for any changes to the Governance Committee
4. Arrange for periodic reviews of its own performance and, at least annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval
5. Have access to all committee meeting reports.

12. Authority

1. The committee is authorised by Ard Chomhairle to obtain, at the Associations expense, outside legal or other professional advice on any matters within its terms of reference subject to prior approval by Ard Chomhairle.

Note:

These terms of reference are framed so as to ensure that the Association is compliant with:

- Sport Ireland's Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations (CVC)

- Sport NI governance requirements
- Good practice for non-profits in general
- Legislative and Regulatory requirements

Dated: Ard Chomhairle Approval 08/07/2020