

Risk Management Policy

Approved: November 2019

Purpose:

This Policy sets out the principles, requirements and responsibilities for effective and efficient risk management for the Financial Management Institute of Canada.

Definitions:

Risk is the effect of uncertainty on objectives. It can be characterized as either a potential negative (threat) or positive (opportunity) consequence or event that deviates from an expected outcome.

It includes, but is not limited to:

- Governance
- Physical
- Financial
- Reputational
- Legal

Principles:

The following principles guide the application of this policy - Risk Management is:

1. Focused on the achievement of objectives;
2. Requires the active participation of senior management and staff across the organization;
3. Driven by deliberate and dedicated communication and consultation activities; and
4. Tailored to the organization's external and internal context.

Responsibilities:

The **Risk Management Officer (RMO)** is responsible for:

- Completing an annual risk analysis of the operations of fmi*igf;
- Maintains records of the annual analysis;
- Implementing recommendations arising out of the risk management process;
- Keeping employees and volunteers aware of all applicable risks and ensure they are familiar with the organization's risk management procedures; and
- Notifying the CEO of any risk breaches.

The **National Office staff** are responsible for ensuring they:

- are familiar with the organization's risk management procedures applicable to their section;
- observe those risk management procedures; and
- inform their supervisor if they become aware of any risk not covered by existing procedures.

The **Chief Executive Officer (CEO)** is responsible for:

- Nominating a Risk Management Officer for the organization;
- Reviewing the risk management procedures regularly; and
- Notify the FAC of any risk breaches.

The **Finance and Audit Committee (FAC)** is responsible for:

- Reviewing the risk management policy and risk analysis on an annual basis;
- Advising the National Board of the nominated Risk Management Officer, and
- Notifying the National Board of any risk breaches.