



RISK MANAGEMENT CHAIRMAN POSITION DESCRIPTION

PURPOSE

The Risk Management Chairman is responsible for understanding and implementing all policies regarding risk management and member safety in the local chapter. He should either lead, or be involved in, member accountability processes within the chapter. The Risk Management Chairman is also responsible for communicating all relevant risk management policies from the campus, the Grand Chapter, the North American Interfraternity Conference (NIC), and the local Interfraternity Council (IFC). He should collaborate with other appropriate Chairmen and officers to effectively educate all members on current risk management policies. The Risk Management Chairman may also coordinate or provide educational programming to members, to help prevent harm to members and how to help brothers in the case that an incident has occurred.

DUTIES

- Clearly understand all relevant risk management policies provided by the local campus, Grand Chapter, NIC, and local IFC
- Provide regular opportunities to educate chapter members of all relevant risk management policies
- Review event policies, processes, and event plans to ensure they are in line with risk management policies
- Coordinate Risk Awareness programming
- Know important student support resources on campus and in the local community and regularly communicate these support resources to chapter members
- Coordinate additional prevention and/or wellbeing educational opportunities for chapter members, based on chapter interest and need
- Educate members on how to handle an incident or crisis, if one should occur

SKILLS/COMPETENCIES

Accountability
Communication
Collaboration

Conflict management
Establish priorities
Attention to detail

Integrity
Learner
Presence

RESOURCES AVAILABLE

- [Holmes Murphy Resources](#)
- **Officer Portal**
 - Risk Awareness Forms
 - Document Library
 - Calendar
- **Phi Sigma Kappa Website**
 - “Undergrads” tab
 - “About” tab > Resources
- **First point of contact:** appointed Chapter Adviser or Alumni Advisory Board member
- **Second point of contact:** Chapter Consultant, can direct to another International Headquarters professional staff member, if needed
- **Campus-based questions/challenges:** campus fraternity and sorority life advisor