



## RISK MANAGEMENT ADVISER

### BASIC FUNCTION:

The responsibilities of the risk management adviser is to oversee and advise the chapter in both the compliance and promotion of Phi Delta Theta's risk management policies and health and safety initiatives. This adviser works primarily with the chapter risk management adviser but may also frequently advise the warden, Phikeia educator, social (events) chair, and president.

### 10 THINGS TO FOCUS ON AS RISK MANAGEMENT ADVISER:

1. Meet with risk management and social chairs each semester to review expectations of their positions and to also discuss and understand the Phi Delta Theta's Risk Management **Policies, Packet, and Event Planning Forms**.
2. Meet with the warden and president each semester to review the chapter's judicial process and ensure that it is proactive in nature, utilized as appropriate, equitably accountable, and in alignment with Sections 154-156 of **The Code of Phi Delta Theta**.
3. Discuss, on a consistent basis, Phi Delta Theta's **Alcohol-Free Housing** and **zero-tolerance for hazing policies** as part of a broader discussion on the Fraternity's health and safety **initiatives**.
4. Advise that the chapter has a **crisis management plan** in place that is accessible to anyone in the chapter. If the chapter does not have a plan, work with the risk management chair to put one in place.
5. Assist in the submission of a minimum of six event planning forms yearly. Regardless of submission number, it is encouraged that any event meeting the criteria of an event, an **event planning form** should be submitted.
6. Work with the risk management chair to have the **risk management affidavit** signed in **myPhiDelt** by all members by the deadline each semester as stated in the **Chapter Accreditation Program**.
7. If applicable, work with the housing corporation to address any facility life-health-safety concerns or facility spaces and/or products that violate Phi Delta Theta's risk management policies including bars and large "party" rooms.
8. Work with the financial adviser, treasurer, and risk management chair to review the chapter's budget regarding risk assessment (insurance) which is due each October 1 as outlined in the **Chapter Accreditation Program**.
9. Meet with the chapter's house manager and Housing Corporation (if applicable) at least once per term/semester to review the chapter's comprehensive fire safety program and ensure that an emergency evacuation plan is in place.
10. If the chapter, or members, are actively violating Phi Delta Theta's policies seek out assistance from the province president for individual or chapter accountability and/or support via **The Code** or the **Amnesty Program**.

### VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/volunteer-officers/risk-management-adviser/>



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