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## RISK MANAGEMENT COORDINATOR JOB DESCRIPTION

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All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

### Objective

- To ensure the club is compliant with Risk Management policies and procedures.
- To ensure club members are kept informed about Risk Management issues.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

### Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Risk Management report when required.
- Identify, report and analyse the clubs liability associated with its range of risks.
- Encourage the ongoing identification and reporting of potential risks.
- Develop a risk management plan and risk register.
- Develop policies and strategies to address and reduce risks.
- Educate and promote risk management practices throughout the club.
- Keep records of all risk management meetings, training and incident reports.
- Compile checklists for match-day, first aid kits etc as required.
- Consolidate and archive completed match-day checklists for auditing purposes.
- Attend club social events – family nights, presentation days and fundraisers.
- Protect the clubs corporate image as a professional, responsible, safe and ethical organisation.
- Maintain confidentiality about club and committee matters.

### Accountability

- The Risk Management Coordinator is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	<b>Drafted</b>
12 SEP 2018	<b>Adopted by Committee</b>
12 SEP 2019	<b>For Review</b>