

## **BOLD GOALS:**

- To assist in the education of college chapters and volunteers of Alpha Xi Delta's Health and Safety Policies.
- To guide collegiate chapters and volunteers in maintaining and establishing good risk management practices.
- To act as a resource to both collegiate members and alumnae volunteers in the area of risk management.
- To work to ensure that Fraternity policies and procedures are relevant.

## **OUTLINE OF RESPONSIBILITIES:**

- Work with members, volunteers, and staff to increase understanding and emphasize the need for risk management.
- Recommend and lead in the development of new or revised policies and procedures as they relate to risk management.
- Provide new ideas and motivation to Area Facilitators and Chapter Development Specialists who are having difficulty with risk management.
- Serve as the leader of the C.A.R.E Team, comprised of Territory Directors and National C.A.R.E. Director, and act as a sounding board for chapter concerns.
- Review policies periodically to ensure that they are realistic and align with other groups and current insurance policy.
- Assist staff and other volunteers when noted risk management violations are reported.
- Guide the C.A.R.E. Territory Directors who will assist chapters and associations in their territories.
- Offer chapters and associations immediate support in crisis situations, assisting in investigations when necessary.
- Maintain frequent and open communication with C.A.R.E. Territory Directors, delegating requests for assistance and following up on reports and correspondence. Recommend strategies where needed.
- Recommend resources and provide ongoing training to the C.A.R.E. Territory Directors about current practices and successful initiatives.

**TIME COMMITMENT:**

- Approximately 15 – 20 hours per month.
- Time commitment may increase depending on specific chapter situations.
- Attend training and educational opportunities provided by the Fraternity.

**STAFF LIAISON:**

- Director of Member Services