



PHI DELTA THETA
Become the greatest version of yourself

RISK MANAGEMENT CHAIRMAN

BASIC FUNCTION:

The risk management is tasked with chapter oversight, compliance, and promotion of Phi Delta Theta's risk management policies and health and safety initiatives. This position works primarily with the CAB risk management adviser but also support the warden, Phikeia educator, and president.

10 THINGS TO FOCUS ON AS RISK MANAGEMENT CHAIRMAN:

1. Meet with risk management adviser each semester to review expectations of the positions and discuss the importance of compliance to Phi Delta Theta's **risk management policies**, **risk management packet**, and **event planning program**.
2. Meet with the warden and president regularly to review the chapter's judicial process and ensure that it is proactive in nature, utilized appropriately, equitably accountable, and in alignment with Sections 154–156 of **The Code of Phi Delta Theta**.
3. Discuss at chapter, on a consistent basis, Phi Delta Theta's **alcohol-free housing** and **zero-tolerance hazing** policies as part of a broader discussion on the Fraternity's health and safety **initiatives**.
4. Ensure the chapter has a **crisis management plan** in place that is placed in a public setting throughout the chapter. If the chapter does not have a plan, work with the risk management chairman to establish one.
5. Submit a minimum of six event planning forms annually. Regardless of the submission number, it is encouraged that any event meeting the criteria of the **event planning program** should be submitted.
6. Have the **risk management affidavit** signed and actively reviewed by all members by the deadline each semester as stated in the **Chapter Greatness Checklist**.
7. If applicable, work with the housing corporation to address any life-health-safety concerns within the facility or facility areas and/or products that promote the violation of Phi Delta Theta's risk management policies including bars and large "party" rooms.
8. Work with the treasurer to review the chapter's budget in regards to member insurance which is due each October 1 as outlined in the **Chapter Greatness Checklist**.
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 members are actively violating Phi Delta Theta's policies, seek out assistance from the chapter advisory board for individual or chapter accountability and/or support via **The Code** or the Fraternity's **amnesty program**. The chapter advisory board chairman or president should keep the province president informed of any ongoing accountability matters.

VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/chapter-officers/risk-management-social/>