



Risk Management Policy

Purpose: The understanding of risk management recognizes that harm or loss (whether financial or otherwise) can arise from a range of activities and that minimizing such harm or loss requires careful management of all aspects of OSGA's operations and relationships.

Responsibilities for Risk:

- To provide a safe environment
- To manage conflict effectively
- Protecting assets of the organization

Risk Area 1 – Governance and Dispute Management

A necessary step in risk management is getting the policies of OSGA in order.

Action:

1. OSGA Board of Directors will agree to review and update its Bylaws annually to ensure that they remain current and reflect the OSGA evolving needs.
2. Offer professional development for the Board and Staff on an annual basis.
3. Will establish and maintain current policies to address, code of conduct, discipline, harassment, appeals, dispute resolution, conflict of interest and safe environment and screening.

Once approved, these policies will be reviewed on an annual basis to ensure they keep pace with legal developments.

The President will ensure that OSGA fulfills all statutory requirements including compliance with privacy laws and corporate filing and reporting requirements, and will report on these fulfillments regularly.

Risk Area 2 – Programs and Activities

Importance to risk management: OSGA's mandate is fulfilled through its programs and competitions.

To manage risks effectively, OSGA must provide sound policies to guide its own activities as well as strong leadership to influence the activities of its Members

Action:

1. OSGA will implement and maintain, on a regular basis, risk management policies and practices that are consistent with and equal to those of OSGA as required by the Letter of Agreement and Ministry of Tourism, Culture and Sport.

Risk Area 3 – Contracts

Importance to risk management: Contracts allocate risks among the parties to a contract. When OSGA executes a contract, it exposes itself to risk in two ways: by assuming certain liabilities that are inherent in the contract and by facing the possibility of liability should it be in breach of contract, either intentionally or unintentionally.

Action:

1. OSGA will carefully review all contracts that it executes.
 - a. Standard form contracts such as those used to rent facilities, book accommodations and food services at hotels or similar establishments to lease office space may be reviewed by the President and the Treasurer prior to signing.
2. Unique contracts are all other contracts including sponsorship and partnership agreements. The terms of these contracts will be approved in principle by the Board of Directors and will then be reviewed by the external professional prior to execution.
 - a. OSGA will not terminate any contract prior to its stated termination date without first obtaining legal advice
 - b. All contracts negotiated and approved for OSGA will be signed by the President and the Treasurer or appointed alternate

Approval Date: April 24, 2018



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Risk Area 4 – Intellectual Property

Intellectual property refers to the intangible assets of OSGA such as copyrights, trademarks, logos, confidential and proprietary information and goodwill. Risk management involves protecting intellectual property assets from loss, theft or misappropriation.

Action:

1. OSGA has registered its name and visual image (logo) as a trademark in order to improve the Association's ability to limit its use by others and protect its value.
2. Using written agreements, OSGA will ensure that copyright in creative works (publications, website, Manuals) is owned by the Associations, not by the creators of the work. To this end, all existing contractor agreements will be reviewed, and new contractor agreements will be drafted, in such a way as to clarify OSGA's ownership of all intellectual property generated by the contractor.
3. OSGA will consult with its website host to ensure that its membership data, and other confidential information on the web site, is secure from unauthorized access.

General:

1. Each year as insurance is renewed; the treasurer will review overages with the insurance brokers to determine if there are any emerging risks or issues to be addressed.
2. All Directors will be provided with a copy of the Volunteer Canada publication Legal Liability and Risk Management: A Handbook for Directors. (2002)
3. This policy will be reviewed by the Board on a regular basis and will be updated as appropriate. The Board may obtain independent risk management advice in this review.