

VICE PRESIDENT RISK MANAGEMENT OFFICER RESPONSIBILITY SHEET

- _____ Hold and chair regular meetings of the Risk Management Committee.
- _____ Have a close working relationship with social chair for planning chapter social functions
- _____ Approve all Event Planning Proposals **AT LEAST** one week before chapter events.
- _____ Ensure that every chapter event is documented on an Event Planning Proposal.
- _____ Ensure that a Third Party Vendor Checklist is signed for all chapter events where alcohol is served.
- _____ Keep a copy of all Event Planning Proposals and Third Party Vendor Checklists for at least one year after the event.
- _____ Have a copy of the *FIPG Manual, The Governing Documents and Policies of Alpha Chi Omega Fraternity*, chapter bylaws, and Campus/Panhellenic Risk Management policies.
- _____ Coordinate at least one all-chapter risk management workshop each academic year.
- _____ Provide continuous all-chapter education about all relevant Risk Management policies (e.g. FIPG, University, Panhellenic).
- _____ Prepare an Emergency Notebook to be kept in an accessible location. The Emergency Notebook should include a copy of the crisis management plan, all phone numbers asked for in the crisis management plan (911, chapter president, chapter advisor, campus/Greek Advisor, Headquarters, chapter officers), and emergency contact information for EVERY member.
- _____ Encourage attendance at any organized speaking engagement or workshop on campus involving risk management issues.
- _____ Serve as the chapter liaison for Kristin's Story.
- _____ Serve as chapter's representative to campus GAMMA (Greeks Advocating the Mature Management of Alcohol), if applicable.
- _____ Retain and use only Headquarters forms with the dates of the current academic year in upper left hand corner.
- _____ Attend regularly scheduled executive board meetings.
- _____ Train your successor.