



**University of California
Risk Management
Leadership Council
Procedures**

Updated April 20, 2007

1. Overview and Purpose

The University of California Risk Management Leadership Council is an organization of the risk management senior leadership from UC campuses, Office of the President, medical centers, and Agriculture and Natural Resources. The Council works in partnership with UC leadership to articulate goals, strategies, priorities and solutions that support the University's missions of teaching, research, public service and patient care. While respecting the essential independence of the individual UC entities, the Council seeks opportunities to address common risk management challenges and to advance the collective risk management priorities of its constituent organizations.

The UC Risk Management Leadership Council will meet periodically to collaborate on projects and programs shared in common. These meetings will produce valuable work products, which will result in benefits to all participants. This document will formalize the process and expectations for these meetings, and shall be shared with all members.

The UC Risk Management Leadership Council members are to harness and utilize the enormous capabilities and resources represented by the UC risk management offices. Its purpose is to identify issues of common concern, best practices, create work products, position papers and recommended outcomes that improve UC in a way that cannot be effectively achieved by the efforts of any one individual risk management location.

The UC Risk Management Leadership Council will support UC system-wide risk management goals and objectives by:

- Finding, assessing, analyzing, developing and recommending positions and procedures for consideration and adoption
- Producing work products that can improve effectiveness, reduce individual campus/medical center costs that are of benefit to the group, colleagues, risk management departments and UC locations
- Taking advantage of group expertise not available at any individual location
- Providing a forum for exchange of professional ideas
- Increasing efficiency and eliminating redundancy
- Sharing best practices and common experiences
- Acting as an expert advisory panel to senior University administrators
- Reviewing legislation, regulatory proposals and other issues common to most and recommending appropriate courses of action
- Providing communications and liaison with UCOP and UC locations

A. Membership and Participation

The Risk Management Leadership Council voting members will consist of one Risk Management Council member from each of the UC Campuses (10), from each Medical Center, including SFGH and Fresno Medical Education Program (7), the Risk Manager for OP (1) and the Risk Manager from ANR (1), for a total of 19 voting members. The UCOP Risk Services Program Risk Managers and Office of General Counsel representatives will serve as ex-officio members. The designated Council member may appoint a proxy to represent them at individual

meetings. A quorum will consist of a total of 10 (including Chair) or more voting members. The Chair shall abstain from voting and will break any ties.

Expectations of membership are that ALL members actively participate and contribute on a reasonably consistent basis. Consistent participation includes taking on various limited duties and responsibilities, following through on assignments, producing work products as agreed on specified schedules, and routinely participating in conference calls and meetings. This will assure the greatest value to the entire group and the UC system and an equitable distribution of workload. It is understood that there are special circumstances that may preclude someone from being active for a period of time.

2. Council Administration

A. Structure

The Council shall appoint a:

- Chair - coordinate activities, facilitate meetings & calls, and track action items; schedule conference calls & meetings; serve as group spokesperson and develop meeting agendas. The chair position shall be for a one-year term for the period July 1st through June 30th. The chair will rotate between the campuses in alphabetical order as listed below:
 - Agriculture & Natural Resources
 - Berkeley
 - Davis
 - Davis Health Systems
 - Irvine
 - Irvine Medical Center
 - Los Angeles
 - Los Angeles Medical Center
 - Merced
 - Office of the President
 - Riverside
 - San Diego
 - San Diego Medical Center
 - San Francisco
 - San Francisco Fresno
 - San Francisco General Hospital
 - San Francisco Medical Center
 - Santa Barbara
 - Santa Cruz
- Vice-Chair - assist chair as necessary and other duties as assigned by the chair. The Vice-Chair will rotate to chair when the current chairs term expires. When the vice-chair rotates to the chair the new vice-chair will be the next Risk Management Director in the alphabetical rotation same as above.
- Host - meeting locations will rotate amongst the campuses, medical centers, and OP. Each host will be responsible for all the meeting logistics and may be responsible for basic costs. In addition, the host will provide administrative support to take and distribute meeting minutes.

B. Meetings

Meetings will generally be two full days. The council will meet three times per year unless otherwise approved by the members. After each meeting, written minutes are to be prepared and presented for approval at the next scheduled meeting. These minutes shall include:

- A report of major items discussed
- List of action items, with anticipated completion dates
- Other pertinent reports

The date and location of the next meeting will be determined and approved at the end of each meeting.

C. Conference Calls

Monthly conference calls are to be utilized for efficiency, follow-up, meeting planning, progress reports and accountability. The calls will be organized and facilitated by the chair, utilizing the most cost-effective system available. This call will normally take place on the 2nd Thursday of each month at 9:00 a.m.

D. Project Proposals

In response to a request from UC groups or individuals or at their own initiative, the council may select projects and develop work plans. To evaluate the appropriateness and cost effectiveness of any work project the council should provide a written proposal for review and approval. The proposal should include the following elements:

- Clear description of the project and the justification for its need
- Expected benefits including pros and cons of alternatives
- Expected duration of the project, including clear timelines for each phase if applicable
- Accurate estimates of cost, including travel, teleconferencing, material, etc
- Description of how the results and/or progress reports will be communicated

E. Members Responsibility

The members will provide general oversight and direction to the council, and will assure that council efforts support the enhancement of the joint UC Risk Management efforts. The members will:

- Assure that they or a senior Risk Management representative from each site attend all meetings
- Support the council through individual participation and contribution to the group
- Review and comment on project proposals
- Complete tasking and action items in a timely manner

F. List-Serv

The Risk Management Leadership Council will maintain a list-serv.

G. Websites

It is desired that this council maintain a secure website that houses its minutes and work products.

H. Non-Member Participation

In general it is intended for the Risk Management Leadership Council to meet without non-member participation. Guest participants may, however, be appropriate under special circumstances. Guest speakers may be used as appropriate. The Council must approve guest speakers, guest participants and/or vendor presentations in advance.

I. Costs

Meetings will rotate through each of the sites. Each host site will pay for all basic meeting costs (meeting rooms, morning and afternoon refreshments, and lunch). There will be no recharges for routine meeting costs. Special presentations, equipment or other extraordinary costs may be recharged as determined and approved by the Council prior to the meeting.

3. Council Work Groups & Liaisons

The UC Risk Management Leadership Council will sponsor work groups to collaborate on projects, programs and issues of common interest. These work groups provide valuable work products, which will result in either financial or operational benefits to all participants. The document entitled University of California – Risk Management Work Group Requirements formalizes the process and expectations for these work groups, and shall be the guidelines under which they operate. Some work groups may complete their charge and be suspended while others may be added as agreed by the Council.

A. Authorized Work Groups

The UC Risk Management Leadership Council will annually review and approve intercampus Risk Management work groups.

B. Council Liaison

The UC Risk Management Leadership Council will appoint a liaison from the Council to existing University groups in collaboration to understand the risks at the University, stay informed regarding the efforts of other existing groups, and support and provide information related to risk management. At UC Risk Management Leadership Council meetings, the liaison will give an update of the group.