

**Title:** Risk Committee

**Description:** A volunteer role designed to draw from the experience of committee members to consider and recommend to the board of directors and staff strategies for risk mitigation at Prescott Farm. Areas of expertise may include human resources management, financial management, insurance, camp and preschool licensing, emergency preparedness, and others.

**Commitment:** 1 year

- **Schedule:** to be determined. Monthly meetings will be scheduled for the same time and the same day of each month based on the schedules of committee members. Meetings will be remote/Zoom for the duration of COVID-19.
- Initial two-hour orientation to Prescott Farm; monthly committee meetings of 1-2 hours; additional volunteer special projects may require additional time.

### **Tasks & Responsibilities**

- Conduct formal and informal risk assessments to identify risks and determine the degree of negative impact they could have on Prescott Farm
- Set reasonable thresholds for the risk Prescott Farm can take on
- Plan and recommend policy to the board of directors to manage the determined risk responsibly

### **Qualifications**

- Experience with risk management, including but not limited to; finance, operations, workforce and human resources, clients, and reputation
- Enthusiasm for nature and support of Prescott Farm's mission
- Enjoy working as part of a team
- Strong written and verbal communication skills
- Must have access to and be able to send and receive email

### **Training**

- Orientation: Attend Discovery Tour to get an initial orientation to the property and overview of our programs followed by a meeting with the Executive Director and/or a member of the Risk Committee to review Risk Binder.
- Training to help each committee member develop talking points that effectively demonstrate their knowledge of and enthusiasm for Prescott Farm's programs
- Updates through Prescott Farm's quarterly board and committee newsletter which highlights stories about our programs, constituents, staff, volunteers, and donors
- Complimentary invitations to select public programs throughout the year

**Worksite:** Meetings will be held at Prescott Farm in the Samuel P. Pardoe Education Center or the historic 1883 Barn\*. Staff will do our best to accommodate committee members who wish to attend a meeting via online meeting or conference call if needed.

*\*Please Note: All meetings will be remote via Zoom meeting for the duration of COVID-19 pandemic.*

**Special Projects:** Every effort will be made to pair committee members' interests and skills to

their role on the committee. Additional special projects may include analysis, writing policy, and updating personnel handbooks.

**Staff Liaison:** The Risk Committee is coordinated by Jude Hamel, Executive Director.

**Team Leader/Board Liaison:** Ideally, a member of the PCI board of directors will serve as liaison between the risk committee and the board of directors. In lieu of board representation on the committee, a representative of the risk committee may be asked to report directly to the board on matters related to organizational risk as needed. Any committee member interested in serving on the PCI board of directors is encouraged to apply.