

ACI-NA Risk Management Committee Participation Plan

1) **Committee Name:**

- a) ACI-NA Risk Management Committee

2) **Committee Purpose:**

- a) To share ideas and exchange information among fellow Risk Management and Airport Insurance professionals.
- b) To initiate and complete an Annual work plan of projects that will benefit the Airport industry as it relates to Risk Management and Insurance issues.
- c) To actively provide the ACI-NA Board and other ACI-NA Committees with input to key risk management and insurance legislative and/or policy matters, and to coordinate selected initiatives.
- d) To assist ACI-NA with the coordination of the ACI-NA Risk Management Conference each year.

3) **Committee Officers/Leadership Team:**

- a) **Chair** – One year term and must be an Airport employee.
- b) **Vice-Chair** – One year term and must be an Airport employee. The Vice-Chair will become the Chair in the following year, subject to an affirmative vote of the majority of Steering Group members.
- c) **Second Vice-Chair** – One year term and must be an Airport employee. The Second Vice-Chair will become the Vice-Chair in the following year, subject to an affirmative vote of the majority of Steering Group members.
- d) **Associate Member Representative** – One year term and must be elected by an affirmative vote of the majority of the leadership.
- e) **Steering Group Member** – No term defined and must either be a previously appointed Steering Group Member, or elected by an affirmative vote of the majority of the leadership.
- f) **Board Liaison Representative** – Appointed by the ACI-NA Chairman each year.
- g) **Commissioner's Liaison**– A member of the Commissioner's Committee may be nominated by that Committee to serve as a liaison between the Risk Management Committee and the Commissioner's Committee.

4) **Committee Membership:**

- a) Any employee of an Airport Member or Associate Member of ACI-NA can join the Risk Management Committee by notifying the appropriate ACI-NA support person who will place them on the distribution list.

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5) Committee Meetings:

- a) The Risk Management Committee shall meet a minimum one time per year at the Annual Risk Management Conference and may meet more frequently as determined by the Committee Officers/Leadership Team.

6) Nomination Process –

- a) By August 15th of each year, an ad-hoc Nomination Committee shall request ACI-NA to circulate a request for nominations for the open Officer/Leadership positions.
- b) The Nomination Committee shall be chaired by the Immediate Past Chair of the Risk Management Committee and shall include the Risk Management Committee Chair, Vice-Chair, Second Vice-Chair, Associate Member Representative, and former committee leadership.
- c) Any Risk Management Committee member may nominate a committee member or self-nominate for any open position(s) to be an Officer or Associate Member Representative.
- d) The Nomination Committee shall review the candidates and make decision on the position. If more nominations are received than there are spots available, then the Nomination Committee shall make recommendations based on the person's experience, size of airport, type of business, diversity, etc.
- e) An announcement of elected officers and Associate Member Representative will be given at the Risk Management Committee Meeting at the ACI-NA Annual Conference.
- f) Terms shall run from January 1 through December 31 each year.
- g) If the Chair resigns during the year, then the Vice Chair will assume the Chair position for the remainder of that term, and may serve in this position for an additional year.
- h) If the Vice Chair resigns during the year, then the Second Vice Chair will assume the Vice Chair position for the remainder of that term, and may serve in this position for an additional year.
- i) If the Second Vice Chair resigns during the year, then a special election may be held for that position. The Nomination Committee shall handle this process as discussed above. The vote may be handled through email or conference call.

7) Risk Management Committee Steering Group:

- a) The Risk Management Committee Steering Group shall consist of:
 - i) Committee officers/Leadership Team
 - ii) Past Committee Chairs if interested
 - iii) Chair of working groups

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- b) Steering Group members may serve a term of up to 4 years, after which, the member must take one year off.
- c) The Risk Management Steering Group shall meet a minimum of two times per year: at the Annual ACI-NA Conference and the ACI-NA Risk Management Conference. Additional meetings will be determined by the Committee Officers. ACI-NA staff will give advance notice of Risk Management Steering Group meetings which shall be open to any Committee member that wishes to attend.

8) **Risk Management Working Groups:**

- a) Initially, there shall be three Working Groups of the Risk Management Committee. A brief description of their mission follows:
 - i) Risk Control Working Group - This effort focuses on airport safety issues, including topics such as signage, and works towards gathering information on initiatives and other points of interest to share with the Committee. The working group has created the Escalator and Moving Walkway Task Force and is developing a database of airport escalators and moving walkways for members to utilize in their own research. The working group also recruits speakers for conferences and Webinars on safety issues.
 - ii) Insurance Benchmarking Working Group - The effort of this working group will cover insurance related issues to assist airports during their insurance contract renewal process. This working group will also work closely with the ACI-NA Finance Committee on various topics and issues of joint interest.
- b) New Working Groups may be initiated as deemed necessary by the Risk Management Committee Officers/Leadership Team.
- c) Working Groups may be discontinued or inactivated if there are no pertinent issues to be discussed or the working group does not have an Annual Work Plan.
- d) Working Groups shall have a chair, who will be appointed by the Officers/Leadership Team. Working Group chairs must be an Airport member. The Working Group Chair will be responsible for identifying an Annual Work Plan for the Working Group and presenting the Work Plan and progress reports at the Steering Group meetings.
- e) All Risk Management Steering Group members are strongly encouraged to actively participate in at least one Working Group or designated Steering Group project.
- f) Any member of the Risk Management Committee, even if not on the Steering Group, may request to participate in a Working Group.