

# DIRECTOR OF RISK MANAGEMENT

**Reports to:** The President and Executive Committee

**Responsibilities:**

- Present an approved risk management program by October 25 of each year
- Approve all chapter activities based on Delta Tau Delta's risk management policies, university policies, and local, state, and federal laws
- Assure events are reasonably free from potential injury or loss of those participating
- Work with the Shelter and Grounds Committee to conduct minimum monthly inspections of the Shelter
- Facilitate workshops with the chapter on issues related to risk management
- Organize and archive all materials, sign-in sheets, and other documentation of past chapter activities
- Oversee new members' completion of DTAA powered by AlcoholEdu
- Serve as a member of the Executive Committee

**Key relations:**

- President
- Vice President
- Social Chairman
- New Member Educator
- Chapter Advisor
- Shelter and Grounds Committee

**Important resources:**

- [www.delts.org](http://www.delts.org)
- Director of Risk Management Guide
- International Fraternity's *Constitution* and *Bylaws*, MRG, Code of Conduct
- Chapter Leadership Guide, Crisis Management Guide
- Sample Party Registration forms, Guest Lists, Third Party Contracts
- Division Conference
- Membership Education Videos on Fire Safety, Hazing, and Risk Management
- FIPG Guidelines
- Greek Advisor, IFC

**Central Office contacts:**

- Jack Kreman, Director of Chapter Services
- Chapter Leadership Consultant