



## TABLE OF CONTENTS

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<b>1.0</b>	<b>INTRODUCTION</b>	2
<b>2.0</b>	<b>OBJECTIVES</b>	2
<b>3.0</b>	<b>AUTHORITY</b>	2
<b>4.0</b>	<b>ROLES AND RESPONSIBILITIES</b>	3
<b>5.0</b>	<b>COMPOSITION OF THE RISK MANAGEMENT COMMITTEE</b>	3
<b>6.0</b>	<b>CHAIRPERSON</b>	4
<b>8.0</b>	<b>REPORTING</b>	5
<b>9.0</b>	<b>MEETINGS</b>	5
<b>9.0</b>	<b>QUORUM</b>	5
<b>10.0</b>	<b>RISK MANAGEMENT SECRETARIAT</b>	6
<b>11.0</b>	<b>PERFORMANCE EVALUATION</b>	6
<b>12.0</b>	<b>REVIEW OF THE CHARTER</b>	6

## **1.0 INTRODUCTION**

University for Development Studies (UDS) has established a Risk Management Committee (RMC) which is guided by this

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#### **4.0 ROLES AND RESPONSIBILITIES**

This Charter sets out the specific responsibilities delegated by the Vice-Chancellor and the Governing



## **8.0 REPORTING**

The Chairperson shall submit, on a quarterly basis, risk management reports to the Governing Council through the Vice-Chancellor on the state of risk management together with aspects issues.

## **9.0 MEETINGS**

The Committee shall meet quarterly and at such additional times as may be necessary to carry out its responsibilities. The Chairperson of the Committee or a majority of the permanent members of the Committee may convene additional meetings as circumstances may dictate. The Secretary shall forward the notice of each regular meeting of the Risk Management Committee to all members not later than seven (7) working days prior to the date of the meeting. The notice shall be undersigned by the Chairperson; stating the venue, time, date, agenda and other documents for discussion.

The minutes of the meetings shall be completed within fourteen (14) working days after the Risk Management Committee meeting and be circulated to the Chairperson and all members. The minutes shall be approved at the next Committee meeting.

The Secretary shall prepare the meeting agenda in consultation with the Chairperson and submit in advance to members, along with appropriate briefing materials. Minutes of proceedings and resolutions of the Committee meetings shall be signed by the Chairperson and Secretary and be kept by the Secretary. Minutes will be circulated to all Committee members after the Chairperson has given the preliminary approval.

The Committee meetings shall be held before each Council meeting to allow time for compilation of reports for submission to the Council.

The Chairperson is required to call a meeting of the Risk Management Committee if requested to do so by the Vice-Chancellor or the Council.

## **9.0 QUORUM**

The quorum for a meeting shall be 50% plus one of Risk Management Committee members. A member of the Committee may nominate a proxy on his/her behalf.

#### **10.0 RISK MANAGEMENT SECRETARIAT**

There shall be an established Risk Management Secretariat under the Registry headed by a Senior Member of Administrative/Professional category. The Secretariat function of the Risk Management Committee shall be the responsibility of the Secretary of the Committee.

#### **11.0 PERFORMANCE EVALUATION**

The Director of Internal Audit shall evaluate, at least annually, the performance of the Risk Management Committee in terms of its Charter.

#### **12.0 REVIEW OF THE CHARTER**

The Committee shall review the Charter every five (5) years to determine its adequacy and effectiveness for current circumstances and recommend to the Vice-Chancellor and the Council for approval of any amendments that may be required.

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**Professor Gabriel Ayum Teye**  
**Vice-Chancellor**

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Date