



PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

RISK MANAGER

JOB DESCRIPTION

1. Present an oral report to the chapter weekly and submit a committee report to your respective cabinet officer weekly.
2. Become familiar with all federal, state, local, university and IHQ policies that affect the chapter.
3. Have established an emergency contingency plan for evacuation of the chapter house.
4. Have fire department walk through once a year or once per term to evaluate condition of chapter house.
5. Work with social chairman to make sure parties are following risk management guidelines.
6. Consults with house manager to ensure safety of chapter property

REQUIRED ACTIVITIES

Activity

Date Completed

Read the Risk Management Policy of Phi Gamma Delta

Read the Risk Management Manual of Phi Gamma Delta

Reviews crisis management procedures

Educates chapter on crisis management procedures

Fire department has inspected chapter house.

Create a summary of activities, goals, money required and suggestions for next risk management chair before end of term.