

## ACI-NA Risk Management Committee Participation Plan

**Committee Name:** ACI-NA Risk Management Committee

### **Definitions**

- **Airport Employee** – For purposes of this document, Airport Employee means a person employed by an airport authority, or by a government body (e.g., city, county, or port) or an airport third party operator (e.g., BAA) that is responsible for airport management.
- **Nomination Committee** – This Committee is chaired by the Immediate Past Chair of the Risk Management Committee and shall include the Risk Management Committee Chair, Vice Chair, Second Vice Chair and Associate Member Officer Representative.

### **Section 1: Committee Membership**

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

### **Section 2: Committee Meetings**

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

### **Section 3: Committee Purpose**

- To share ideas and exchange information among fellow risk management and airport insurance professionals.
- 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.
- 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.
- To assist ACI-NA with the coordination of the ACI-NA Risk Management Conference each year.

### **Section 4: Committee Officers/Leadership and Terms**

- **Chair** – One year term; should have a minimum of three years on the Steering Group and must be an airport employee. The Chair becomes the Immediate Past Chair in the following term.
- **Vice Chair** – One year term; should have a minimum of two years on the Steering Group and must be an airport employee. The Vice Chair becomes the Chair in the following term.
- **Second Vice Chair** – One year term; should have a minimum of one year on the Steering Group and must be an airport employee. The Second Vice Chair becomes the Vice Chair in the following term.

- **Associate Member Officer Representative** – Two-year term; should have a minimum of one year on the Steering Group and must be from an ACI-NA associate member organization.
- **Board Liaison Representative** – Appointed by the ACI-NA Chair each year.

### **Section 5: Committee Officers/Leadership Nomination and Selection Process**

- The leadership succession plan has been described in section 4.
- By August 1 of each year, ACI-NA will, in coordination with the Immediate Past Chair, circulate a request for nominations for the open Committee Leadership position(s) with the Steering Group.
- The Risk Management Committee Steering Group will elect to populate all open Committee Leadership position(s) through an electronic ballot managed by ACI-NA staff.
- If the Chair resigns during the term, then the Vice Chair will assume the Chair position for the remainder of that term; and may serve in this position for an additional term.
- If the Vice Chair resigns during the term, 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 term.
- If the Second Vice Chair resigns during the term, then Risk Management Committee Steering Group members will participate in an ad-hoc election to elect the Second Vice Chair. This vote may be handled through email or conference call.
- All Committee Officer/Leadership terms run from January 1 through December 31 each year.

### **Section 6: Risk Management Committee Steering Group**

The Risk Management Committee Steering Group shall consist of a minimum of 11 members which include:

- 5 Risk Management Committee Officer/ Leadership (*Required*)
- 1 Risk Management Committee Immediate Past Chair (*Optional*)
- 5 Airport Representatives (*Required*)
  - Should include chairs of any Working Group(s)
  - Only one representative from each airport
- 1 Associate Member Representative (*Required*)
- Young Professional (YP) Members (*Optional*)
  - 1 from an airport and 1 from a WBP/Associate Member in good standing
  - Representatives must be under 40 years of old
  - One year term for elected YPs with the option of being re-elected in the following year
  - Exemption for the YP to participate on the Steering Group should their airport/company already participate as a Steering Group member
- Ex-officio representatives from past Committee Chairs (excluding Immediate Past Chair) for up to 3 years following the end of their term in which they held the Immediate Past Chair position. (*Optional*)

### **Section 7: Steering Group Member Terms**

- Steering Group members may serve a term of up to 4 consecutive 1 year terms, after which the member must take one year off, subject to the following exceptions:
  - Time served as an Officer, Associate Member Officer Representative or Past Chair is not included as a part of the 4 one-year terms.
  - Steering Group members may continue on the Steering Group after 4 consecutive 1 year terms in case no other eligible nominees are available to replace the outgoing Steering Group member(s).
- The Risk Management Steering Group shall meet a minimum of one time per year at the annual Risk Management Conference and may meet more frequently as determined by the Committee Officers/Leadership Team. 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.
- Past Committee Chairs (excluding Immediate Past Chair) may stay on the Risk Management Steering Group as ex-officio members for up to three years after completion of their term as the Immediate Past Chair.
- All Steering Group member terms run from January 1 through December 31 each year.

### **Section 8: Steering Group Members Nomination and Selection Process**

- By August 1 of each year, an ad-hoc Nomination Committee, chaired by the Immediate Past Chair of the Risk Management Committee, shall request ACI-NA to circulate a request for nominations for the open Steering Group positions.
- 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 and Associate Member Officer Representative.
- Any Risk Management Committee member may self-nominate for any open position(s) on the Steering Group.
- The Nomination Committee shall review the candidates and select new Steering Group members. If more nominations are received than there are spots available, the Nomination Committee must make selections based on the person's experience, size of airport, type of business, diversity, etc.
- If a Steering Group vacancy arises during the term, the position shall remain vacant until the next election period.

### **Section 9: Risk Management Committee Working Group(s)**

- New Working Group(s) may be initiated as deemed necessary by the Risk Management Committee Officers/Leadership.
- Working Group(s) 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.
- Working Group(s) shall have a Chair, who will be appointed by the Committee Officers/Leadership. Working Group Chairs must be airport employees and may serve for

up to three years. The Working Group Chair may continue to serve as a member of the Working Group after their term as the Working Group Chair ends.

- Working Group Chair(s) 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.
- Depending on the number of Steering Group members; Steering Group member interests; and number of working groups, all Risk Management Committee Steering Group members are strongly encouraged to actively participate in at least one Working Group or designated Steering Group project.
- Any member of the Risk Management Committee, even if not on the Steering Group, may request to participate in a Working Group.

#### **Section 10: Changes to the Participation Plan**

- Any changes made to the Risk Management Committee Officers/Leadership structure and their associated term limits need to be discussed and approved by an affirmative vote by a majority of the Nomination Committee.
- Any changes made to the Risk Management Committee Steering Group structure and their associated term limits need to be discussed and approved by an affirmative vote by a majority of the Nomination Committee after consultation with the Risk Management Steering Group.
- Any change made to the Risk Management Committee Working Group(s) Participation Plan needs to be discussed and approved by an affirmative vote by a majority of the Risk Management Steering Group.