

## District risk manager

### ***Responsibilities:***

To communicate the basics of the liability insurance program within his/her district. Provide club risk-management training and club safety coordinator training. Communicate with the Kiwanis International risk manager issues and activities in the district.

### ***Duties:***

- Learn and understand the contents of the Club Insurance Resource Guide and Optional Insurance Resource Guide, serving as a resource for the clubs on both. Provide answers to basic questions and instruct the clubs how to utilize the materials provided.
- Serve as a resource for clubs in the district to provide information and possibly training to the club safety coordinators and clubs. Submit risk-management articles for the district bulletin and conduct workshops at the district convention.
- Be an advocate for the risk-management program in the district, working closely with the district volunteer leaders and staff to mitigate liability issues.
- Help clubs identify a safety coordinator and ensure the club safety coordinator is familiar with the information in the Club Insurance Resource Guide and is using it in the planning of club events.
- Work closely with the district youth protection manager on mitigating risk.
- Regularly communicate with the Kiwanis International's risk manager regarding club activities and issues that arise.
- Attend the district risk manager training provided by Kiwanis International.

### ***Qualifications:***

- A background in property or casualty insurance, as an agent or insurance company employee; or an attorney familiar with negligence and liability law; or a person with a good business background, possibly a business owner or manager.
- Active Kiwanis member in good standing who does not hold any other district or international volunteer leadership position.
- Able to hold the position for a three-year term. The district risk manager training will be conducted on an as-needed basis, but not less than once every three years.
- Ability to speak in public and conduct workshops and training sessions.

### ***Reporting relationship:***

This position reports jointly to the Kiwanis International risk manager and to the district governor. Kiwanis International should have input on the candidate, with the recommendation of the district governor and governor-elect.