

CII RISK MANAGEMENT COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 02-15-2018)

1. Purpose

The Risk Management Community for Business Advancement (CBA) is a formal venue for the exchange of risk management principles, practices, and related knowledge to enhance the performance of capital facilities projects.

The Risk Management CBA is composed of members that share a vision of guiding CII members to enhanced project performance through risk management and related practices. The goal of its members is to communicate principles, practices, and tools for successful implementation of risk management that leads to improved business outcomes.

The Risk Management CBA is sponsored by CII's Strategic Planning Committee from whom it receives guidance and oversight on compliance with this charter.

2. Scope

The Risk Management CBA (RM CBA) will focus on risk management principles and practices as applicable to the planning and execution of capital facility projects. The RM CBA is tasked with enabling effective risk management and related practices to drive measurable improvements. Knowledge sharing and communication will be key in this effort.

3. Membership

Participation in the Risk Management CBA is limited to the following:

- CII members, and
- Academics with a research interest in risk management.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Support RM CBA goals, deliverables, and the work of subcommittees
- Share knowledge, experiences, and lessons learned
- Conformance to CII Meeting Guidelines

4. Key Roles and Responsibilities

Positions with specific responsibilities are as follows:

- Risk Management CBA Chair – The initial RM CBA Chair is appointed by CII, and shall develop the agenda and preside over meetings and web conferences. The Chair will report annually to the Strategic Planning Committee on RM CBA progress and activities. The term of the Chair shall be a minimum of one year.
- Risk Management CBA Vice Chair – The RM CBA Vice Chair shall assist the Chair in the development of the agenda for meetings and web conferences, and assume the leadership duties in the absence of the Chair. The Vice Chair is elected by the RM CBA membership. If the Chair is an owner representative, the Vice Chair should be a service provider representative and vice versa. Following their term, or whenever a Chair steps down, the Vice Chair will become Chair and a new Vice Chair will be elected from the RM CBA membership.
- Risk Management CBA Academic Advisor – The RM CBA Academic Advisor is selected by the RM CBA membership and is responsible for:
 - Maintaining the RM CBA collaboration site to allow ease of access to collected documents.
 - Determining the quality and appropriateness of documents to be posted, including obtaining permission from authors whose copyrighted documents or intellectual property are to be posted on the collaboration site.
 - Developing and posting RM CBA meeting notes.
 - Onboarding new RM CBA members and maintaining the roster
 - Tracking member participation as part of overall CII metrics.The above will be supported by CII staff, as needed.
- Risk Management CBA Subcommittees – Members may be asked to serve on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the RM CBA leadership, and should be considered in the succession planning for Vice Chair.

5. Communications Format

- Conference calls and web meetings will be sponsored by a Risk Management CBA member or by CII and held at least monthly.
- At least one face-to-face meeting will be held annually, as determined by the membership.
- Email and collaboration site communications will be an ongoing mechanism of communication that will take place between regular meetings.
- Meeting notes, presentations, and any other knowledge sharing deliverables will be summarized and posted on the collaboration site.

6. Deliverables

- Identify current and leading-edge risk management issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to RM CBA members.
- Connect with research teams related to this topic area to provide input and commentary.
- Submit related research theme/topic nominations to the Funded Studies Committee and/or Sector Committees and participate as a resource.
- Connect with sector committees on their initiatives and provide risk management support. Establish RM CBA liaisons to these groups.
- Support and encourage collection of data and development of metrics to advance risk management.
- Participate and contribute relevant content to the CII Annual Conference.
- Maintain an updated collaboration site that documents RM CBA activities.
- Report at least annually to the Strategic Planning Committee on RM CBA membership, activities, and deliverables.
- Publicize the activities of the RM CBA to the CII membership.

7. Key Interfaces

- Strategic Planning Committee
- Funded Studies Committee
- Sector Committees
- Other CII standing committees and communities, as needed
- CII Staff
- Outside speakers, as invited to present on a specific topic.

8. Critical Success Factors

- Improved capital project performance, as the result of implementing risk management principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the Risk Management CBA collaboration site.
- Risk Management CBA deliverables are viewed by its members as a valuable contribution to CII programs and the construction industry.
- Activities are supported by CII and align with CII's Governance and Strategic Plan.