



Permanent Address: DCCI Building (3rd Floor), 65-66 Motijheel C/A, Dhaka – 1000

Temporary Address: 5th Floor, 9/G, Motijheel C/A, Dhaka – 1000

Cell: +880 1743 059 940, **E-mail:** info@cmsfbd.org, claim@cmsfbd.org

Terms of Reference (TOR) for Risk Management Committee (RMC)

1. Composition:

The Risk Management Committee (RMC) shall be a management committee established by the Board.

- 2. Purpose:** The committee shall support the Board in smoothening the operation of the Fund.

3. Membership of the committee:

- a. Every member of RMC shall hold his/her office for a term of 3 (three) years, but shall continue to hold office after the expiry of his/her term until a successor enters:

Provided that no member of RMC shall be appointed for more than two terms.

- b. The Board shall have authority to remove and appoint any member of the RMC of the Fund.
c. In case of death, resignation, disqualification, or removal of any member of RMC or in any other cases of vacancies, the Board shall fill the vacancy within 30 (thirty) days of occurring such vacancy in the committee.
d. No member of RMC shall receive, either directly or indirectly, any remuneration for any advisory or consultancy role or otherwise, other than the management committee's meeting fees or honorarium from the Fund.

4. Secretarial and Meetings

- a. The Chairman of RMC shall select one of the committee members as secretary of the committee.
b. In absence of the regular Chairman of RMC remaining members may elect one of themselves as Chairman for that particular meeting; the reason of absence of the regular Chairman shall duly be recorded in the minutes of the said meeting.
c. The RMC shall conduct at least 6 (six) meetings in each financial year.

- d. The Chairman of RMC may convene any emergency meeting if he deems necessary or upon request by any member of the committee.
- e. Quorum of the meeting of RMC shall be constituted in presence of either two members or two third of the members of the committee, whichever is higher.
- f. The proceedings of the meeting of the RMC shall duly be recorded in the minutes of the meeting and such minutes shall be confirmed in the next meeting.

5. Responsibilities:

- a. The committee will semi-annually review and approve the Risk Management Policy and associated practices of CMSF. Consequently, recommend any proposed changes to the Board for approval.
- b. The committee will coordinate its activities with the Audit and Accounts Management Committee (AAMC) and Operation Management Committee (OMC) to ensure that CMSF is taking the appropriate measures to prevent risk.
- c. The committee will evaluate significant risk exposures of CMSF and confirm actions to mitigate the exposures on time.
- d. The committee will regularly report to the BOG, especially during emergencies; steps should be taken by the earliest possible time.
- e. The committee will utilize access to any internal information necessary to fulfill its oversight role.
- f. The committee will have authority to obtain advice and assistance from internal or external legal, accounting, investment, or other advisors.
- g. The committee will play an active role in forming and monitoring different related teams, such as a team of investment experts, and ICT related risk management team, among others.

6. Reporting Authority

- a. RMC shall be responsible and accountable to the Board.

- b. The minutes of the meeting of the RMC shall be furnished to the Board within 3(three) days of confirmation.
- c. RMC shall perform their duties as per the terms of reference (TOR) as determined by the Board from time to time.