Cooperative Extension
ELC Presentation 2015

Risk Management Briefing

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Agenda

- History of the CCE Risk Management Program.
- Role of the Board in the Risk Management Program.
History of the CCE Risk Management Program
The University and The Associations

- Cornell & Associations are affiliated for education & supervision
- Cornell has oversight responsibility as agent for the State of New York by virtue of NYS County Law Article 5, 224(8)
- Treated separately for Risk Management & Insurance issues
- Therefore Cornell **DOES NOT** offer direct legal or insurance protection to the county Extension Associations
Extension Associations: A Scattered “University”

- CCE owns and leases facilities
- CCE Operates a large Auto Fleet
- CCE conducts a wide range of programming
  - Extensive YOUTH programming
  - Extensive ANIMAL programming
- Thousands of grants and contracts processed every year
Wood Office Role

- Extension Administration out sources the **Risk Management** services for Associations to The Wood Office
- We Also Provide and Monitor the **INSURANCE** programs
  - General Liability
  - Auto Liability
  - Workers Compensation/Employers Liability
  - 4H Accident Insurance
  - Directors & Officers Liability
  - Privacy/Cyber Liability
CCE Risk Management Process

- A systematic program we have in place to prevent losses from happening or prepare to handle losses from unexpected, unintended, or accidental events.

- Requires constant administration, monitoring, and participation by everyone…...A TEAM EFFORT!
Risk & Insurance Review

- We review Activities & Programs
- We review Grant Requests
- We review **ALL** Contracts
- We review Use of Facilities
  - By Outside Groups using CCE Facilities (i.e. Camps)
  - BY CCE/4-H using Non CCE Facilities (i.e. Schools)
Why We Review Contracts

- Keep within scope of insurance coverage
- Prevent signing of contracts that are outside of the insurance coverage
- Negotiate change if necessary
- CCE should not assume liability by contract it is protected from by law
Role of the Board in the Risk Management of the Local CCE
The Board’s role is OVERSIGHT

- The Board ensures the organization stays aligned with the mission and values of Cornell Cooperative Extension as well as staying compliant with all federal and state laws (County Law 224).
- The Board is entrusted to provide oversight and guidance to the Executive Director.
The Board ensures that it is operating in accordance with its mission and the purpose for which it was granted tax-exempt status.

Board members are responsible for protecting the organization’s assets.

The Board ensures legal and ethical integrity; as well as maintains accountability.
The board is responsible for ensuring that the nonprofit corporation is being run well.

The board selects the Executive Director and decides his/her role.

The board supports the Executive Director and assesses his/her performance.

The board has the power to hire and remove the Executive Director.
The Board determines, monitors and strengthens the local programs and services in place. Verifying compliance with the overall CCE Mission and Guidelines.

The Board is responsible for creating an environment that encourages and rewards volunteers and their leadership in its local association.
The Executive Director’s role is MANAGEMENT.

- While the board’s role is to oversee, the primary person tasked with the execution of those policies, programs, and initiatives is The Executive Director (ED).

- The ED is more involved than the board in the day-to-day operations of the organization; and is responsible for them.
Other Key Responsibilities

- The Board works with the Executive Director to create a Strategic Plan that aligns with the CCE mission to guide the organization.
- The Board and ED develop a fundraising plan to ensure resources are available.
- The Board and ED conduct *annual* evaluations of the organization to ensure that the Local CCE remains true to the CCE mission and is doing so effectively.
Summary

- The Board is charged with the responsible management of the local CCE.
- The Wood Office is there to support you by providing Risk Management and Insurance services to the county Extension Associations as part of the University’s oversight responsibilities to NYS.

  - We are a **RESOURCE** to **HELP** you with Risk Management and Insurance issues!
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ALWAYS INCLUDE ALL 3 IN YOUR CORRESPONDENCE

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