



**North American
Broadcasters Association**

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NABA's Resilience & Risk Committee (NABA-RRC)

Terms of Reference (2017-05-19)

Mandate:

The NABA Board of Directors approves and authorizes the development of a Resilience & Risk Committee (NABA-RRC) to help raise members' awareness of the hazards and risks that impact the continuity of our business, the safety of our people and the successful recovery to business-as-usual in the event of a disruption.

Objective:

Provide a framework and communication channel to enhance the identification and awareness of risk-related topics concerning NABA members.

Strategy:

The Committee will use various communication and aggregation channels to identify, prioritize and collaborate on the best practices available to NABA members. This will focus on the understanding that risk is the result of attempting to achieve an objective. It can be both an opportunity as well as a possible source of danger.

As necessary, the Committee will request the inclusion of other specialists from within the members' organizations or through external sources. The topics will range from all traditional areas or events of risk such as, but not limited to:

- Business continuity and disaster recovery
- Corporate citizenship, environmental, and health and safety
- Crisis management, security, high-risk situations and deployment logistics
- Property loss and insurance

The findings, minutes and all other documentation will be communicated to the Board on specific cycles as well as prior to publication outside of the Committee's meetings and communications.

The Board will need to approve any documents prior to publication outside of the Committee infrastructure.

Once documents have been approved, this committee will facilitate the communications to government, regional authorities, media distribution platforms and other appropriate organizations to share the data developed through the collective efforts of the group.

Structure:

The Committee will include the following positions:

- Chair (serves two years and may be nominated for a second term as per the By-Laws)
- Vice-Chair (as above)
- NABA Liaison, which includes providing organizational support, secretarial services, project management and other related duties as required

The goal will be to have each member company provide a risk representative on the RRC to help assure all concerns and insights are included.

Work Plan:

The Committee will hold scheduled quarterly meetings; two of which shall be face-to-face and two conference calls (additional conference calls or working group meetings as required).

As necessary, sub-committees will be assembled to address specific topics that may or may not include external members. Any sub-committee developed will include at least one regular committee member who provides liaison to the full Committee.