

## ATD WV 2017 Risk Assessment

Chapter Activities	Likelihood	Severity	Risk Category	Notes:	Plan:
Chapter Meetings	Low	Low	People/Safety	Attained insurance in 2017 to cover any outlying possibilities.	
Offer Programming	Possible	High	Reputation	Without substantial events and information people will not believe in the organization and will no longer participate.	Ensuring we are offering the CARE require 6 events throughout the year. Conduct a member survey, we can have a better understanding of what members are interested in and adjust offerings accordingly. Change conference to an annual event.
Serve Food	Possible	High	People/Safety/Reputation	Allergy Issues	Provide Alternatives for ones that we are aware of; If we are serving food we need to be knowledgeable about whats in the food so that we can communicate effectively & up front. For larger events ask about allergy concerns during registration.
Collect Money	Likely	High	Safety/Reputation	Online - Information Safety; Always a potential risk, keep vigilance and maintianing good records	Make sure we are checking the PO Box Regularly and often to minimize risk with mailed checks. In general - attempt to avoid cash transactions, but in that rare case VP of Finance will develop a cash receipt to track these instances.
Spend Money	Low	Possible	Reputation/Financial	Annual audits are in place.	Be cautious when we are spending to discuss as a board so that we do not over spend. Investigate bank security protocal and ensure we have checks & balances in place.
Membership Database	Possible	Low	People	Checks & Balances are in place	
Communications	Low	Possible	Reputation/Safety	Very transparent in our proces	
Chapter Website	Low	Possible	Financial/People	Always the potential of someone hacking and taking information. Currently no concern.	
Engage Volunteers	Possible	High	People/Safety/Reputation	Always a risk, but maintaining open communication & transparency in our systems will keep this a low concern.	

Other Items of Conversation:	Risk Category	Notes:	Plan:
Liability Insurvance Coverage	Financial/Safety	Low Risk as this has been attained in 2017	
Official Designation	Financial	We are incorporated	
Presenter Sign Offs	People/Safety	We have speaker sign offs for large state events, we will continue this process.	
Privacy Stand Point	People/Safety	Unsubscribe is available on Communications & we follow the guideleines of reaching out to members set forth by ATD	