

ATD WV 2016 Risk Assessment

Chapter Activities	Likelihood	Severity	Risk Category	Notes:	Plan:
Holding Meeting	Low	Low	People/Safety	Currently nno action needed	
Offer Programming	Possible	High	Reputation	Without substantial events and information people will not believe in the organization and will no longer participate.	Plan: Survey Members & have 2nd Half line up communicated by end of July - owners GIG's - Vicky will follow up with Mary & Terry.
Serve Food	Likely	High	People/Safety	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.
Collect Money	Likely	High	Safety/Reputation	Online - Information Safety; Always a potential risk, keep vigilance and maintainianing good records	
Spend Money	Possible	Low	Reputation	Checks & Balances are in place	
Membership Database	Possible	Low	People	Checks & Balances are in place	
Elect Officers	Low	Low	Reputation	Due diligence in following processes	
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	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	Currently do not, but Tom is looking into what other Chapter's have and whats offered in our area.	Tom will have an update on information in this area by our August call.
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 guideelines of reaching out to members set forth by ATD	