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|  | **Title:** | Risk Management Committee |
| **From:** | Roxy Rapedius and Haydee Kocchiu |
| **Date:** | October 28, 2017 |

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| **To**: | **The Zonta International District 4 Board** |

**Purpose of the report** (please mark as many as applicable):

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|  | For Information |  | For Discussion |  | For decision |

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| **Facts (Information)**This section can contain activities since the last report, factual information to be brought to the Board regarding issues from Clubs or from Committees, other matters.If the report is a follow-up to a previous report, refer to the date, title, and decisions of the previous report. |
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| **Initiative** | **Specific Actions**  | **Highlights/Challenges**  |
| Finance   | Educate the How |  Creation of Checklist – First draft completed. ZI reviewed. Checklist will be sent to Presidents end of November for completion.   |
| Educate the Why |
| Checklist / Policies / Compilation |
|   |   |  |
| Governance / Bylaws | Educate on Template | Club Bylaws Template / Update to 2016 Convention changes - Work in progress.  |
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| Sources of Risk      | Educate on Internal / External Risk | Risk Management Tool Kit/Package – Work in progress |
| Educate on legal and tax status | Risk Management Tool Kit/Package – Work in progress |
| Social Media Risk | Review of relevant ZI policies – Done* Brand Identity Policy
* Electronic Communications Policy
* Privacy Policy

Challenge: Electronic Communications Policy was last updated in 2014. It does not cover newer tools such as Twitter, Facebook, etc. |
| Conferences / Events | Creation of Cancellation Insurance Policy template – Work in progress |
| Succession Planning | Review of ZI Archive Policy – Work in progress |
| Liability and Insurance | Email sent to AD to advise Club Presidents – Done |
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| **Motion**This section includes the motion (s) if any for the Board to discuss and vote on. |  |
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| **Rationale**This section includes the rationale of the motion  |   |
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| **Evaluation (Discussion)**As board member, and voice of Clubs and committees, express the pros and cons of the motion (s) presented. Please be clear about: * The challenge the proposal addresses
* Stakeholders who will benefit and how
* Added value to Zonta
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| **Supporting Documentation**List any attachments to be considered as part of this report. |  |