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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. | |
| |  |  |  | | --- | --- | --- | | **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. | |  |  |  | | 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. |  |