**Example Risk Management Checklist for Clubs**

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| **RISK MANAGEMENT CHECKLIST FOR CLUBS** | | **Date** | | | | |
| **Club President Name** | | **Email** | | | | |
| **Zonta Club Name** | | **No. of Club Members** | **Area** | **District** | | |
|  | | | | |  |  |
| **GOVERNANCE RISK** | | | | | **YES** | **NO** |
|  | The constitution of our club is clearly understood and agreed by the members | | | |  |  |
|  | Our club adopted club bylaws in accordance with the Bylaws of Zonta International | | | |  |  |
|  | Our club bylaws are up to date. Bylaws were last updated on \_\_\_\_\_\_\_\_ | | | |  |  |
|  | Our club has procedures written down in a Club Internal Control Manual . Last updated\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |
|  | The Club Internal Control Manual identify the responsibilities of officers, directors and committee chairs | | | |  |  |
|  | Our club take meeting minutes of each meeting and keep them safe and password protected | | | |  |  |
|  | Our club has a conflict of interest policy | | | |  |  |
|  | Our club has a long range succession plan for officers, directors and committee chairs | | | |  |  |
|  | Our club has leadership training on the agenda | | | |  |  |
|  | Our club has a board member responsible for risk management | | | |  |  |
|  | Our club has regular board meetings, at least 4 per biennium | | | |  |  |
| **OPERATIONAL RISK** | | | | | **YES** | **NO** |
|  | Our club has at least 15 members and a healthy recruitment | | | |  |  |
|  | Our club has less than 7 members and is at risk to be disbanded | | | |  |  |
|  | Our club is handling member data strictly in accordance with data protection legislation | | | |  |  |
|  | All club members have given their consent for Zonta International to store their data on servers in USA | | | |  |  |
|  | Our club has written archiving procedure for documents and artifacts, including electronic folders | | | |  |  |
|  | Club procedure for invoice approval and payment of costs is being adhered to | | | |  |  |
|  | Member can only claim expenses against receipt | | | |  |  |
|  | A club budget is done every year and the annual member fee is based on the budget | | | |  |  |
|  | The club costs exceed the budget | | | |  |  |
|  | The club Internal Control Manual clearly stipulates all internal procedures handling club assets | | | |  |  |
| **FINANCIAL RISK** | | | | | **YES** | **NO** |
|  | Regular financial reports are presented to the members | | | |  |  |
|  | Club signatories are updated in writing each biennium and bank account amended accordingly | | | |  |  |
|  | The club has two bank signatories and 2-3 signatories for contracts | | | |  |  |
|  | The club checkbook is kept in safe place | | | |  |  |
|  | Our club always nominate two members to deal with cash at events | | | |  |  |
|  | Treasurer reconciles the bank statements monthly | | | |  |  |
|  | Club Accounts is audited annually and auditor gets full access to all financial information. | | | |  |  |
|  | Our club always get a clean audit report | | | |  |  |
|  | Our club has filed all Member Forms and Member Dues Forms timely to Zonta International | | | |  |  |
|  | Our club filed Form F990 by the recommended deadline (US Clubs only) | | | |  |  |
| **EXTERNAL RISK** | | | | | **YES** | **NO** |
|  | Our club has a social media policy and an administrator handling all club social media platforms | | | |  |  |
|  | The social media policy includes internal controls on what to write or post (pictures) on social media platforms, who to invite to share our news with and how to avoid misuse | | | |  |  |
|  | Our club is familiar with the new ZI brand identity policy to avoid misuse of the Zonta Brand | | | |  |  |
|  | Our club has password protection on all sensitive data and passwords are kept safe and changed regularly | | | |  |  |
|  | Our club has General Liability Insurance to cover injury or damage at a Zonta club event, or is part of the Zonta International General Liability Insurance cover and therefore pay USD 3.00 extra member fee to cover this (US clubs only) | | | |  |  |
|  | Our club has Directors & Officers Liability Insurance which will protect officers and directors from a lawsuit arising out of acts or decisions | | | |  |  |
|  | Our club considers Event Cancellation Insurance for fundraising events | | | |  |  |
|  | The privacy policy is posted on the website | | | |  |  |
| **COMPLIANCE/STATUTORY/REPUTATION RISK** | | | | | **YES** | **NO** |
|  | Our club is aware of our tax status and local laws | | | |  |  |
|  | Our club knows the difference between a 501(c)(3) and 501(c)(4) corporation (US clubs only) | | | |  |  |
|  | The club has a privacy policy | | | |  |  |
|  | The club website has member data only in password protected pages | | | |  |  |
|  | Our club do not share member data with others | | | |  |  |
|  | Our club check applications for club awards carefully to avoid any fraud | | | |  |  |
|  | Our club always files the accounts on time | | | |  |  |